

**SUPPLY DEPARTMENT  
NAVAL AIR STATION  
PATUXENT RIVER, MARYLAND 20670-1463**

**3410**

**821**

**11 OCT 2000**

From Supply Officer

Subj CUSTOMER SERVICES HANDBOOK

1 Instructions herein are issued for the information, guidance and compliance of all holders of this handbook and are effective upon receipt

2 This handbook has been completely revised

  
RICHARD D CAMPBELL

Distribution

82A1

821 (6)

822 (2)

823

824 (10)

825

826

827

828 (2)

829

**CUSTOMER SERVICES****SHEETS IN FORCE**

The following is a list of sheets in force in the Customer Services Procedures Handbook, (after the sheets of any changes have been carefully inserted). It is to be used to verify the accuracy of the publication. Missing pages should be replaced by requesting them from Systems and Procedures. In the following list, "O" indicates a sheet from the original printing.

<b>CH</b>	<b>PAGE</b>	<b>CH</b>	<b>PAGE</b>	<b>CH</b>	<b>PAGE</b>
0	i	0	28	0	59
0	ii	0	29	0	60
0	iii	0	30	0	61
0	iv	0	31	0	62
0	1	0	32	0	63
0	2	0	33	0	64
0	3	0	34	0	65
0	4	0	35	0	66
0	5	0	36	0	67
0	6	0	37	0	68
0	7	0	38	0	69
0	8	0	39	0	70
0	9	0	40	0	71
0	10	0	41	0	72
0	11	0	42	0	73
0	12	0	43	0	74
0	13	0	44	0	75
0	14	0	45	0	76
0	15	0	46	0	77
0	16	0	47	0	78
0	17	0	48	0	79
0	18	0	49	0	80
0	19	0	50	0	81
0	20	0	51		
0	21	0	52		
0	22	0	53		
0	23	0	54		
0	24	0	55		
0	25	0	56		
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0	A-2	0	A-12a
0	A-2a	0	A-12b
0	A-3	0	A-13
0	A-4	0	A-13a
0	A-5	0	A-13b
0	A-5a	0	A-14
0	A-5b	0	A-14a
0	A-6	0	A-14b
0	A-7	0	A-14c
0	A-8		
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0	A-10a		
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## **CUSTOMER SERVICES**

### **PROCEDURE I** **DEMAND PROCESSING**

#### **INTRODUCTION**

This procedure provides instructions for receiving, screening, issuing, and if necessary, referral of the following demand requests

- AO\_\_\_ - Requisition
- A1\_\_\_ - Supply Directive
- A2\_\_\_ - Redistribution Order
- A4\_\_\_ - Referral Order
- A5\_\_\_ - Material Release Order

#### **Point-of-Entry**

3M requisitions for support of aircraft locally based at Naval Air Warfare Center Aircraft Division/Naval Air Station (NAWCAD/NAS) Patuxent River are processed via the Naval Aviation Command Management Information System (NALCOMIS) Non-3M requisitions are processed via the Requisition Automated Processing System (RAPS) All other Supply action requests will be processed at Customer Services, Building 588

#### **1 Order of Request**

a Demand Requests can be received in a variety of formats, i e , RAPS, messages, letters, DD1348-1, telephone calls and bearer pick-up

b Screening The material classifications listed below require screening and/or special handling/processing as indicated below

(1) Bearer Requisition (Standard Stock) The requests must be priority 1-7

(a) Conduct an XVK inquiry to determine stock availability If available, verify quantity at Warehouse If the material is not available, inform the customer Process requisition in accordance with on-station procedures

(b) From the RAPS Main Menu select the Supply Main Menu and the Customer Service Requisitions option (See Exhibits 1 and 2)



**CUSTOMER SERVICES****PROCEDURE I - (Continued)**  
**DEMAND PROCESSING**

(c) Query the requisition via the tracking number. Make appropriate changes, document number, delivery code, etc., and commit the requisition. A second screen will appear requiring additional data. After editing, tab past the "Turn In Date" and "Requisition Date" and a message will show stating that the requisition has been forwarded for issue processing.

(d) Print two copies of the RAPS requisition. Retain one copy in retention file and the second copy to the customer.

(2) Flight Clothing (9D Cog) Process as standard stock request thru RAPS

(3) Medical (9L Cog) Process as standard stock request thru RAPS

(4) Publications (OI Cog and Form 11 Cog) Process as standard stock request thru RAPS

(5) Material Release Orders (Alpha/Alpha Cog) Receive DOC ID A5A and process as standard stock request. See Procedure III

(6) Non-NMDL Forward to Supply Technician

(7) Declared Excess Forward to off-line Supply Technician

(8) Message or Letter Referral Forward to appropriate Inventory Manager or Defense Supply Center, processing in accordance with paragraph 2

(9) Phone-In-Referral Process in accordance with paragraph 2

(10) Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags See Procedure XVIII

## CUSTOMER SERVICES

### PROCEDURE I - (Continued) DEMAND PROCESSING

#### 2 Processing Documents

##### a DOCID AOA, AOE, AOD

(1) AOA with Exception in cc 4-5 or cc 79-80 Attempt to correct exception in accordance with the exception code handbook and re-input. If unable to correct, contact Systems and Procedures Division

b Standard Stock File and retain the back copy of source documents for one year. Forward the remaining copies to Central Files

c Defense Industrial Plant Equipment Center (DIPEC) Process in accordance with Procedure X

##### d Non-NMDL and Request Requiring Exception Data

(1) Prepare A4\_\_\_\_, referral. If fund code "99" is cited on the request, prepare an A4E message citing the "99" fund code. Include in the remarks the full accounting spread and any special remarks as cited on the request

(2) Input ROL via RAPS. The ROL will load the record to the requisition status file and generate the necessary financial documents. See Exhibit 6 if routing identifier is other than normal status of Supply

(3) Process A4 thru application "V". See Exhibit 3

## **CUSTOMER SERVICES**

### **PROCEDURE I - (Continued) DEMAND PROCESSING**

#### **e Message Milstrip or Letter Referrals**

- (1) Process in accordance with applicable procedures
- (2) If applicable, ask for assistance from Requirements Branch if cog is 7R and "W" purpose. Process all other referrals within this instruction according to procedures
- (3) Process DOCID A5A for Alpha/Alpha Cog material. See Procedure III for format

#### **f Phone Referrals**

- (1) Accept phone referrals from off-station customers
- (2) Input an XVK (MSIR) inquiry to determine stock availability. If stock is not available, inform the customer. If stock is carried with on-hand quantity, process A4 thru Uniform Automated Data Processing System (UADPS) using the #057 frame
- (3) Contact the warehouse and provide shipping instructions to be annotated on the issue document
- (4) Provide status via milstrip message, phone or fax
- (5) Retain documentation for audit trail

## **CUSTOMER SERVICES**

### **PROCEDURE I - (Continued)** **DEMAND PROCESSING**

#### **g     Plane Pick-Up**

(1) Input an XVK inquiry to determine stock availability. Also, contact warehouse for physical availability

(2) Ensure all plane set up information is received from customer. i.e., date, time of arrival at Air Operations, Bureau number of plane, and pilot's name

(3) Contact Air Operations giving plane pick-up information

(4) Input DOCID A4A per Exhibit 3

(5) Contact the warehouse informing them of plane pick-up requirement

(6) Follow-up to ensure that material is taken to Air Operations

#### **3     Processing Exceptions**

a     Inquire exception que "ZLEERR2"

b     Attempt to correct exception in accordance with exception code manual

c     See Appendix 3 and 7 for use of zone punching on PC and override codes

d     If exception can not be processed contact Systems and Procedures Division for assistance

#### **4     Distribution Clerk**

a     Receive output listings from Information Management Department (IMD), break down by UIC and forward to appropriate activity

b     Forward all exception listings to Exception Clerk

**CUSTOMER SERVICES**

**PROCEDURE I - (Continued)**  
**DEMAND PROCESSING**

5 Supply Clerk

a Receive all completed documentation File in accordance with established retention procedures for three years

## EXHIBIT 1

```
----- REQUISITION AUTOMATED PROCESSING SYSTEM -----+
                        SUPPLY MAIN MENU                      |
-----+-----+-----+-----+-----+-----+-----+
|
|      1 Customer Service Requisitions
|      2 Supply Maintenance Menu
|      3 Flight Clothing Menu
|      4 Direct Material Requisitions (Lakehurst)
|      5 MOV Main Menu (Pax River)
|      6 Material Movement Document
|      7 Fuel Adjustments (Gains/Losses)
|      8 Fuels Main Menu
|      9 UMMIPS Performance Report
|     10 UMMIPS Detail Report
|     11 Lakehurst Receipts
|
|
|
|
|-----+-----+-----+-----+-----+-----+-----+
|  ENTER SELECTION OR PRESS  ACTION  12rq027m  -+
|  M - MAIN MENU      Q - QUIT      X - EXIT      |
|-----+-----+-----+-----+-----+-----+-----+
|
```

Count \*0

&lt;Replace&gt;

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EXHIBIT 2

```

----- REQUISITION AUTOMATED PROCESSING SYSTEM -----
NATIONAL STOCK NUMBER CUSTOMER SERVICE REQUISITIONER
-----
Tracking No      Doc ID      Service Code      UIC      Doc No
-----
NSN              Nomen
-----
JON              Expense Element      Paying Cost Center
RDD              Budget Line Item      Receiving Cost Center
Team            Supp Add      Delivery Code      /      Inventory Type
-----
Project          Priority 13      COG      Fund      Management      Advice
Purpose          Condition      Material Control      SMIC      Signal      Demand
-----
Unit of Issue      Quantity      Unit Price      Total
-----
Requestor          Phone
POC                Phone
Bearer            NALCOMIS      Off-Line      Not Carried      IOR      Aviation IOR
-----
ENTER SELECTION OR PRESS ----- ACTION      12rq033u -+
A - ADD      C - COMMIT      H - HELP      Q - QUIT      X - EXIT      F2 - ZOOM TO ACTION
B - CLEAR      E - QUERY      M - MAIN MENU      Y - MODIFY      F3 - CANCEL QUERY
-----
ount  *0
-----
<Replace>

```

**CUSTOMER SERVICES**

**EXHIBIT 3**  
**A4A/A4E OFFLINE REFERRAL FORMAT**

<u>CARD</u> <u>COLUMN</u>	<u>LEGEND</u>	<u>INSTRUCTIONS</u>
1-3	Document Identifier	Enter A4A if NSN Enter A4E if NSN/Part # with Remarks Enter A\$D if OI or I COG
4-6	Routing Identifier	Enter from Exhibit 6
7	Media and Status	Enter from Exhibit 7
8-20	NSN	
21-22	SMIC	
23-24	Unit of Issue	
25-29	Quantity	
30	Service Code	Enter "V" UIC's 09962, 55600 Enter "N" all others
31-35	UIC	
36-43	Document Number	
44	Demand Code	
45	Service Code	Enter "Y" if UIC 00421 Enter "N" if UIC other than 00421
46-50	Supplementary Address	Refer to Exhibit 7 if UIC is 00421
51	Signal Code	Refer to Exhibit 7
52-53	Fund Code	Refer to Exhibit 7



**CUSTOMER SERVICES**

**EXHIBIT 3 - (Continued)**  
**A4A/A4E OFFLINE REFERRAL FORMAT**

<u>CARD COLUMN</u>	<u>LEGEND</u>	<u>INSTRUCTIONS</u>
54	Distribution Code	If referral by "V" Application, refer to Exhibit 5, if R/I other than normal source of supply for the COG
55-56	COG Symbol	
57-59	Project Code	
60-61	Priority	
62-64	Required Delivery Date	If cc 40 G and cc 41 Alpha character, enter "999" if NMCS/PMCS, if ANMCS/APMCS, 777
65-66	Advice Code	Perpetuate from Customer's Request Mandatory if 7__ COG
67-69	Date of Receipt of Demand	Current Date
70	Purpose Code	Perpetuate from Customer's Request/Blank
71	Condition Code	Perpetuate from Customer's Request/Blank
73	ACC/MCC	Perpetuate from Customer's Request/Blank
74-76	Routing Identifier	Enter "PRZ"
77-80	Blank	
NOTE	When processing any off-line referral, ensure a corresponding ROL is Processed Refer to Exhibit 4	

## CUSTOMER SERVICES

**EXHIBIT 4**  
**ROL – REQUISITION OFF LINE**

<u>CARD COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>FUNCTION</u>	<u>M/O</u>	<u>REMARKS</u>
1-2	Document Identifier	A/N	M	ROL (Fund Code Requisitions
4-6	Routing Identifier	A/N	M	Enter "PRZ"
7	M&S Code	A/N	M	Appropriate Media Status Code
8-20	Stock Number	A/N	O	
21-22	SMIC/Pack Code	A/N	O	
23-24	Unit of Issue	A	M	
25-29	Quantity	N	M	
30	Service Code	A	M	Enter "N" or "V"
31-35	Requisitioner	N	M	
36-39	Julian Date	N	M	
40-43	Serial Number	A/N	M	
44	Demand/Suffix	A	O	
45-50	UIC/JobOrder	A/N	M	Enter UIC if fund code
51	Signal Code	A	M	Enter job order if job order record
52-53	Fund Code	A/N	M	
54	Control Code	A	O	Enter alpha exception code if other than normal source of supply
55-56	Cognizance Symbol	A/N	M	
57-59	Project Code	A/N	M	
60-61	Priority	N	M	11 zone in cc 60 if not carried item
62-64	Required Delivery Date	A/N	M/O	Enter "999" if NMCS/PMCS, Enter 777 if ANMCS/PMCS Enter 11 zone cc 63 (See Note 1) Col 64 blank

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**CUSTOMER SERVICES**

**EXHIBIT 4 - (Continued)**  
**ROL - REQUISITION OFF LINE**

<u>CARD</u> <u>COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>FUNCTION</u>	<u>M/O</u>	<u>REMARKS</u>
65-66	Advice Code	A/N	O	Mandatory on repairables 7____ COG
67-68	Delivery Code	A	M	
69-72	Blank	S	M	
73	Material Control Code	A	M	
74-80	Price	N	M	

**NOTE 1**

11 zone cc 63 – Requisition has been referred offline, but not recorded on requisition status file

NO 11 zone cc 63 – Requisition has been referred, basic requisition number was previously recorded on requisition status file and update card will be prepared to record referral status

## CUSTOMER SERVICES

## EXHIBIT 5

Code    Activity

### NAVY DISTRIBUTION CODES

#### Section I: used with Service Code N (cc 30)

A	Aviation Materiel Office Atlantic, Naval Air Station, Norfolk, VA 23511-5000
B	Commander, Oceanographic System Pacific, Box 1390 (Code N4 Logistics Officer) Pearl Harbor, HI 96860-7550
C	Outfitting and Allowance Branch, Fleet and Industrial Supply Center, Norfolk, VA 23512-5000
D	Strategic Weapons Facility Atlantic, Kings Bay, GA 31547-6600
E	Commander, Special Boat Squadron Two, Naval Amphibious Base Little Creek, 2220 Schofield Road, Suite 100, Norfolk, VA 23521-2845
F	Officer in Charge, Marine Aviation Materiel Office - East (MAMOEAST), Marine Corps Air Station, Cherry Point, NC 28533-5040
G	Naval Inventory Control Point, Philadelphia, PA 19111-5098
H	Commander, Military Sealift Command Atlantic, Military Ocean Terminal Bldg 42, Bayonne, NJ 07002-5399
I	Space and Naval Warfare Systems Command, Washington, DC 20363-5100
J	Commander, Submarine Force Pacific, Pearl Harbor, HI 96860-6550
K	Commander in Chief (Code 41), U S Pacific Fleet, Pearl Harbor, HI 96860-7000
L	Fleet & Industrial Supply Center, Bldg 467 "W" Street, Code 70, Outfitting Department, Bremerton, WA 98314-5100
M	Naval Medical Logistics Command, Fort Detrick Bldg 521, Frederick, MD 21702- 5015
N	Naval Security Group Command, 3801 Nebraska Avenue NW, Washington DC 20390-5210
O	Tendent Refit Facility, Naval Submarine Base, Kings Bay, GA 31547-6000
P	Submarine Logistics Support Center, 467 "W" Street, Bremerton, WA 98314-5310
Q	Naval Aviation Maintenance Office, Naval Air Station, Patuxent River, MD 20670- 5446
R	Commander Naval Air Reserve Force, 4400 Dauphine St, New Orleans, LA 70146- 5200
S	Commanding Officer, Tendent Refit Facility Bangor, Silverdale, WA 98315-5300
T	Chief, Naval Air Training Command, Naval Air Station, Corpus Christi, TX 78419- 5100

\*This code shall be indicated in card column 54 when off-line referral passed to R/I other than normal source of supply for the cognizant symbol

## EXHIBIT 5 - (Continued)

<u>Code</u>	<u>Activity</u>
U	Commander, Military Sealift Command Pacific, Oakland, CA 94625-5010
V	Naval Inventory Control Point , Mechanicsburg, PA 17055-0788
W	Naval Construction Battalion Center, Port Hueneme, CA 93043-5000
X	Fleet and Industrial Supply Center Puget Sound, COSAL Outfitting Division Code 102, Bremerton, WA 98353
Y	Commander, Naval Reserve Force, 4400 Dauphine St , New Orleans, LA 70146-5000
Z	Naval Inventory Control Point, 700 Robbins Avenue, Philadelphia, PA 19111-5098
3	Reserved for DOD use
4	Reserved for DOD use
6	Naval Underwater Systems Center, New London Laboratory, Code 3492, New London, CT 06320-5594
7	Commanding Officer, Naval Training Equipment Center, Orlando, FL 32813

EXHIBIT - 6  
ROUTING IDENTIFIERS ASSIGNMENTS

These pseudo cog symbols are used to designate attrition stocks held at Navy activities for integrated material manager disposition

<u>Alpha- Alpha Cog</u>	<u>Retail Cog</u>	<u>Navy Retail Office</u>	<u>Activity (Inventory Manager)</u>	<u>RIC of IM</u>
AJ	9E	FMSO	Army Troop Support Command	A12
AX	9C	FMSO	Defense Supply Center Columbus	S9C
AY	3C	FMSO	Defense Supply Center Columbus	S9C
AZ	9A	Various	Army Tank Automotive Command	AKZ
BD	9S	FMSO	Army Missile Material Readiness Command	B64
BF	9H	FMSO	Army Armament Material Readiness Command	B14
CH	3G	FMSO	Defense General Supply Center	S9G
CL	9Y	Various	Army Communications and Electronics Material Readiness Command	B16
CM	5L	FMSO	Army Communications Security Logistic Agency	B56
CT	9W	Various	Army Troop Support and Aviation Material Readiness Command	B17
CU	5M	FMSO	Army Electronics Material Readiness Activity	B46
CX	9G	FMSO	Defense General Supply Center	S9G
CY	9D	FMSO	Defense Personnel Support Center	S9T
CZ	9M	FMSO	Defense Personnel Support Center	S9S
FA	9T	FMSO	Federal Aviation Administration	G69
GG	9Q	Various	General Services Administration	G_O
KH	3Z	FMSO	Defense Industrial Supply Center	S9I
KX	9L	FMSO	Defense Personnel Support Center	S9M
KY	9X	FMSO	Defense Fuel Supply Center	S9F
KZ	9Z	Various	Defense Industrial Supply Center	S9I
PA	9O	FMSO	Marine Corps Logistics Support Base Albany	MPB
SE	9V	Various	San Antonio Air Logistics Center	FPZ
SJ	5N	FMSO	San Antonio Air Logistics Center	FPD

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EXHIBIT 6 - (Continued)  
ROUTING IDENTIFIERS ASSIGNMENTS

<u>Alpha- Alpha Cog</u>	<u>Retail Cog</u>	<u>Navy Retail Office</u>	<u>Activity (Inventory Manager)</u>	<u>RIC of IM</u>
SP	5P	FMSO	San Antonio Air Logistics Center	FPK
SU	9I	Various	Ogden Air Logistics Center	FGZ
SX	9J	Various	Oklahoma City Air Logistics Center	FHZ
TA	9K	FMSO	Sacramento Air Logistics Center	FFZ
TG	9F	Various	Warner Robins Air Logistics Center	FLZ
TX	9N	FMSO	Defense Supply Center Columbus	S9E
TY	3N	FMSO	Defense Supply Center Columbus	S9E
WN	9P	FMSO	National Weather Service	G13

## CUSTOMER SERVICES

**EXHIBIT 7**  
**MEDIA & STATUS CODE, SIGNAL CODE, AND FUND CODE**

<u>FROM SOURCE DOCUMENT</u>		<u>ASSIGN</u>	<u>SIGNAL CODE CC 51</u>				<u>FUND CODE</u>	
Serv Code	If Supp-	M & S					NIS	NC
And UIC =	Add =	CC7	01 COG	9/7/5 COG	1/5R COG	APA		
N00421	45705	S	D	A	A	A	Note 1	Note 1
N00421		S	D	A	A	A	Note 2	Note 2
N66098		S	M	K	K	K	Note 1	Note 1
X68520		S	M	K	K	K	Note 3	Note 3
N68520	68342	S	M	B	B	K	Note 6	Note 6
N66124		S	M	K	J	J	Note 1	Note 1
N60676		S	M	K	J	J	Note 1	Note 1
N52819	68892	S	M	B	B	B	Note 7	Note 7
V55243	09806	S	M	B	B	B	Note 8	Note 8
V55600			M	K	K	K	Note 4	Note 1
N42564	00019	S	D	B	B	B	Note 1	Note 1
N68626		S	M	K	K	K	Note 6	Note 6
N43629	62401	S	D	B	B	B	Note 1	Note 1
X68558		S	M	K	K	K	Note 3	Note 3
N62306		U	M	J	J	J	Note 5	Note 5
N00022	00421	U	M	J	J	J	Note 9	Note 9

Note 1 Perpetuate Fund Code cited on source document

Note 2 Assign AO (NIS) if 7 Cog, or 5R Cog (5 or 9 Cog) (NIS) assign J3

Note 3 Assign "2S" if Cog is NSA (odd Cogs), Assign Y6 if APA (even Cog)

Note 4 Assign Fund Code from Exhibit 7 (NIS) if 9 or 5 Cog (less 5R), else perpetuate Fund Code from source document

Note 5 Assign Fund Code "AE"

Note 6 Assign Fund Code "U5"

Note 7 Assign Fund Code "CJ"

Note 8 Assign Fund Code "2F"

Note 9 Assign Fund Code "KC"



## **CUSTOMER SERVICES**

### **PROCEDURE II** **ISSUE ON REQUISITION (IOR)**

1 This Emergency Issue Procedure (IOR) will be used to facilitate the expeditious issue of material under certain conditions (listed below) See Exhibit 8

If the computer is expected to be down for more than four hours, immediate action shall be taken to process Issue Group I and II requisitions Action to process Issue Group III requisitions will be taken upon the direction of the Supply Officer or Deputy Supply Officer This procedure primarily applies to priority Issue Group I and II requisitions After the computer is returned to service, IOR's shall be processed immediately

a Conditions under which an IOR will be processed without approval

(1) Normal working hours and computer down

(2) After normal working hours, and computer is down

b Conditions under which an IOR will be processed with approval

(1) Emergency Conditions This special IOR procedure will be limited to situations determined to be of an extreme emergency nature involving safety of flight, personnel hazard, or mission delay

(2) Request by Inventory because of duplicate issues

c Except for circumstances outlined in paragraph 1 a (1) and (2) above, IOR's will not be issued unless authorized by the Supply Control Division Officer (Code 824), or in their absence, the Deputy Supply Officer (Code 82A1)

## **2 Customer Services**

a Check stock availability

(1) If the item is not in stock, ask the customer for authorization to refer the document through the system or to cancel the requisition

## **CUSTOMER SERVICES**

### **PROCEDURE II - (Continued)** **ISSUE ON REQUISITION (IOR)**

(2) If sufficient material is in stock

(a) Date and time stamp the document

(b) Stamp all copies of document "IOR"

(c) Direct customer to appropriate warehouse with one copy of document

b Customer Services will monitor in process IOR suspense file to ensure that a signed proof of issue/delivery is received from the Storage Branch, under normal circumstances, this should not exceed more than one working day

(1) IOR Proof of Issue/Delivery Receive document from the warehouse after customer has signed as proof of delivery

(2) Process DOC ID Z98 Proof of Delivery

(3) File signed document

**CUSTOMER SERVICES**

**EXHIBIT 8**  
**AOA (ISSUE ON REQUISITION)**

<u>CARD COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>FUNCTION</u>	<u>M/O</u>	<u>REMARKS</u>
1-3	Document Identifier	A/N	M	“AOA” (Issue on Requisition – Bearer Pickup) First 3 positions of Cost Center Fourth position of Cost Center
4-6	Routing Identifier	A/N	M	
7	M&S Code	A/N	M	
8-20	Stock Number	A/N	M	Enter 12 punch in cc 25 for Bearer Pickup Enter “X”
21-22	SMIC	A/N	O	
23-24	Unit of Issue	A	M	
25-29	Quantity	N	M	
30	Service Code	A	M	
31-35	Requisitioner	N	M	
36-39	Julian Date	N	M	
40-43	Serial Number	A/N	M	
44	Demand/Suffix	A	M	
45-50	Job Order Number	A/N	M	
51	Blank		O	Enter “R” or “N” Job Order Blank or last position or Job Order
52-53	Blank	N	O	
54	Distribution			
55-56	Cognizance Symbol	A/N	M	If “G” in cc 40, enter “Z” in cc 54 if processing off-line, else blank
57-59	Project Code	A/N	M	
60-61	Priority	N	M	

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**CUSTOMER SERVICES**

**EXHIBIT 8 - (Continued)**  
**AOA (ISSUE ON REQUISITION)**

<u>CARD</u> <u>COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>FUNCTION</u>	<u>M/O</u>	<u>REMARKS</u>
62-64	Required Delivery Date	A/N	O	Mandatory if cc 40 is "G", otherwise, enter Col 62 "999" if NMCS/PMCS, "777" if ANMCS/ APMRS, Enter 11 Zone in cc 64 to Override restriction Code only
65-66	Advice Code	A/N	O/M	Mandatory if Cog is 7
67-69	Job Order	A/N	O	
70	Purpose Code			
71	Condition Code		M	
72	Blank	S	M	
73	Material Control Code	A	M	
74-80	Unit Price	N	M/O	Mandatory if Cog is 7 or 11 zone cc 78

**CUSTOMER SERVICES**

**PROCEDURE III**  
**MATERIAL RELEASE ORDER**

The Material Release Orders (MRO) are requisition type orders issued by a supply source directing a nonaccountable activity within the same supply distribution systems to release and ship material

<u>Card</u> <u>Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier	Enter A5 series document identifier code
4-6	Routing Identifier (to)	Enter the code of the activity to which the MRO is directed
7	Media and Status	Enter the appropriate M&S Code
8-22	Stock or Part Number	Enter the stock or part number of the item ordered for release
23-24	Unit of Issue	Enter the unit of issue of the item required
25-29	Quantity	Enter the quantity required
30-43	Document Number	Document number as shown in the requisition
44	Suffix Code	<p>a Suffix Code applicable to quantity in cc 25-29 when the requisitioned quantity is divided into separate actions</p> <p>b When requisitioned quantity is not divided, this field will be left blank</p>
45-50	Supplementary Address	
51	Signal Code	
52-53	Fund Code	

**CUSTOMER SERVICES**

**PROCEDURE III - (Continued)**  
**MATERIAL RELEASE ORDER**

<u>Card</u> <u>Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
54	Distribution Code	
55-56	Cognizance Symbol	
57-59	Project Code	
60-61	Priority	
62-64	Required Delivery Date	
65-66	Advice Code	
67-69	Routing Identifier (from)	Enter the code of the activity originating the MRO
70	Purpose/Ownership	Self explanatory
71	Condition Code	Enter appropriate condition code for transactions involving WISSAs or NIMSC 5 or 6 and DMISAs (Note Normally the condition code to be entered will be "F", however, others are permitted where appropriate/required )
72	Management Code	Enter management code applicable to the transaction See Appendix 14

**CUSTOMER SERVICES**

**PROCEDURE III – (Continued)**  
**MATERIAL RELEASE ORDER**

<u>Card</u> <u>Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
73	Intra-Service/Agency	For use in accordance with intra-Service/ Agency procedures Leave blank for inter-Service/Agency transactions
74-80	Unit Price	Enter Unit Price applicable to the stock or part number shown in cc 8-22

WISSA - Wholesale Interservice Supply Support Agreements  
 NIMSC - Nonconsumable Item Material Support Code  
 DMISA - Depot Maintenance Interservice Support Agreement

**CUSTOMER SERVICES**

**PROCEDURE III - (Continued)**  
**MATERIAL RELEASE DENIAL**

1 General Material Release Denials are prepared by storage sites and transmitted to the supply source which prepared the MRO as notification of a negative action on the MRO

2 Format Department of Defense (DOD) Single Line Item Requisition System Document

<u>Card Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier	Enter A6 series document identifier code
4-6	Routing Identifier	Enter code as indicated in cc 67-69 of the MRO (the accountable activity that Originated the MRO)
7	Media and Status	Enter data as shown in the MRO
8-22	Stock or Part Number	Enter data as shown in the MRO
23-24	Unit of Issue	Enter data as shown in the MRO
25-29	Quantity	Enter quantity denied
30-43	Document number	Enter data as shown in the MRO
44	Suffix	Enter data as shown in the MRO
45-50	Supplementary Address	Enter data as shown in the MRO
51	Signal Code	Enter data as shown in the MRO
52-53	Fund Code	Enter data as shown in the MRO
54	Distribution Code	Enter data as shown in the MRO



**CUSTOMER SERVICES**

**PROCEDURES III - (Continued)**  
**MATERIAL RELEASE DENIAL**

<u>Card Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
55-56	COG Symbol	Enter data as shown in the MRO
57-59	Project Code	Enter data as shown in the MRO
60-61	Priority Code	Enter data as shown in the MRO
62-64	Required Delivery Code	Enter data as shown in the MRO
65-66	Advice Code	Enter data as shown in the MRO
67-69	Routing Identifier	Enter code identifying the activity preparing the denial
70	Purpose/Ownership	Self explanatory
71	Condition Code	Self explanatory
72	Management Code	Enter management code indicating reason for denial (See 437 Appendix 2 for appropriate denial code )
73	Intra-Service/Agency	For use in accordance with intra- Service/Agency procedures leave blank for inter-Service/Agency transactions
74-80	Blank	Leave Blank

## CUSTOMER SERVICES

### **PROCEDURE IV** **REDISTRIBUTION ORDERS**

1 General Redistribution Orders. DI A2\_ will be used by Inventory Managers to direct the redistribution of material from one reporting stock point to another. Such actions will result in the receipt of material at the receiving stock point under a 1348-1A bearing DI A2\_. In such cases, the Inventory Manager is responsible for providing the receiving stock point with either a Prepositioned Material Receipt Card, DI DWK, or a Due-In Transaction Reporting Card, DFK. This will help the receiving stock point take-up of the material when received.

a Inventory Manager Responsibilities Inventory Managers are responsible for providing the receiving stock point with either the Prepositioned Material Receipt Card, Document Identifier DWK, or Due-In Transaction Reporting Card (DI DFK). If the consignor activity has advised of a short shipment, the Inventory Manager will adjust the consignee's Due-In record to reflect the actual quantity shipped. For ammunition, the Inventory Manager will reverse the PMRC/due-in card previously given the consignee and replace it with one showing the revised quantity.

b Stock Point Responsibilities The receiving stock point is responsible for expeditiously taking the item up on its stock records and reporting the receipt to the Inventory Manager. The resulting receipt transaction report will be a DI D6K. The D6K will perpetuate the data provided by the Inventory Manager.

(1) Except for ammunition, all receipts under Redistribution Orders are considered final. Therefore, if the quantity received is less than on the Due-In/Prepositioned Receipt Card held, the balance will be treated as canceled. If Due-In records are posted, they will be adjusted locally.

2 Format Department of Defense (DOD) Single Line Item Requisition System Document, DD Form 1348m

Card		
<u>Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier	Enter the appropriate code in the "A2" series
4-6	Routing Identifier	Enter RI for shipping stock point (consignor)

**CUSTOMER SERVICES****PROCEDURE IV – (Continued)  
REDISTRIBUTION ORDERS**

<u>Card Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
7	Media and Status	Enter Status Code O
8-22	Stock Number	Enter NSN of item to be shipped
23-24	Unit of Issue	Enter Unit of Issue for NSN being shipped
25-29	Quantity	Enter release quantity, prefixing significant digits with zeros
30-35	Requisitioner	Enter the Unit Identification Code of the Inventory Manager
36-39	Julian Date	Enter year and julian day
40-43	Serial Number	Enter appropriate Serial Number
44	Suffix	Blank
45-50	Supplementary Address	Enter the Unit Identification Code of the Consignee
51	Signal Code	Enter code "J" for consignments to Navy CRAB activities Enter Code "K" for consignments to all other activities
52-53	Fund Code	Enter appropriate Fund Code for transfer between Supply offices
54	Distribution Code	Enter applicable code when required

CRAB - Centralized Requisition Accounting and Billing

**CUSTOMER SERVICES****PROCEDURES IV -- (Continued)  
REDISTRIBUTION ORDERS**

<u>Card Column</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
55-56	Cognizance Symbol	Enter dual Cognizance Symbol
57-59	Project	Enter Project Code "771"
60-61	Priority	Enter appropriate priority
62-64	RDD	Leave Blank
65-66	Advice/Status	Enter Advice Codes applicable
67-69	Date of Receipt of Order	Leave Blank on submission Processing points will enter date of receipt when received
70	Purpose Code	Enter applicable Purpose Code
71	Condition Code	Enter applicable Condition Code of material to be shipped (separate card for each condition)
72	Management Code	Enter Management Code "K"
73	Material Control Code	Enter applicable Material Control Code, or leave blank
74-76	Routing Identifier	Enter Routing Identifier or initiating activity
77-80	Blank	Leave Blank

NOTE When cancellation of a Redistribution Order is required, a Cancellation using Document Identifier AC6 will be prepared and transmitted to the activity holding the Redistribution Order. A copy of the Prepositioned Material Receipt Card sent to the consignee when the Redistribution Order was created will be prepared with an "X" overpunch in column 25 and transmitted to the consignee.

## **CUSTOMER SERVICES**

### **PROCEDURE V** **EDIT AND VALIDATION OF EXCEPTIONS**

#### **INFORMATION**

Editing and validating of mandatory data inputs processed through Requisition Automated Processing System (RAPS) for the UADPS Programs will be performed by checking the various field formats against the known requirements for the field. When an invalid condition is detected which cannot be corrected by the computer using known code combinations, the input will be assigned a pre-determined Exception Code and will be sent to Error Ques (ZLEERRO2 for Customer Services and ZLEERRO1 for Aviation Support Division) for manual review and correction. The Exception Code will be in cc 4-5 of the Exception Record, replacing the Activity Routing Identifier Code (PRZ). Exceptions generated by local programs will be in cc 79-80.

Corrective actions for edit and validation exceptions are covered in the Exception Code Handbook.

1 For those exceptions which are designated as "not recorded in Requisition Status File" in the Exception Code Handbook, the Activity Routing Identifier (PRZ) must be restored before the record can be re-entered into the computer processing cycle, unless the exception covered an input to establish and update a Requisition Status Record (DOCID Z--). Under these conditions, the Supply Action Date will be restored in cc 4-6.

2 Invalid entries as defined by the Exception Code and/or any additional invalid entries discovered during correction of the designated invalid condition code must be corrected and retransmitted.

NOTE For those Exception Codes recorded on the RSF, an XVH inquiry answer may be utilized to reconstruct the excepted record. However, care must be exercised to ensure that all fields are in accordance with the Exception Code Handbook.

**CUSTOMER SERVICES****PROCEDURE VI**  
**PROCESSING EXCEPTIONS****INFORMATION**

This section is applicable to the manual and/or clerical actions required to process and/or correct exceptions generated during demand processing cycles, pulling transactions from the in-process/backorder file, and processing exceptions generated during processing cycles. UADPS provides for only one overriding code to cancel exception action, which is X-zone in cc 64. It is imperative to carefully review all possible exceptions or conditions that may be affected before placing the override code. Interrogate the computer and obtain a printout of the MSIR before the exception override code is employed. The override code is required only for exception codes when there is an issue restriction in the MSIR. See narrative for 9C exception below and exhibits for local issue restriction (ISU-RES) and issue, repair and/or Requisition Restriction Code (IRRR). Exceptions in cc 4-5 are program system exceptions. Those in 79-80 are local exceptions. In no instances will the corrected input be changed in cc 4 and 5 (exception code) or in cc 30-44 document number demand/suffix code, unless specifically specified in the exception code manual applicable to the exception code being processed for correction. A change to either of these fields may result in a CF (duplicate requisition) rejection to the requisitioner or the input may be processed as a new requisition. Review each exception card carefully and take the corrective action. Below are some common exceptions (see exception code manual for full range and explicit corrective procedures).

H1 – This exception will be generated when there is no match on stock number, MCC, Cog, U/I or price on the Not Carried Demand Pricing Tape (NMDL). Perform technical review and take corrective action. NOTE: Local Referral is run 0900, 1100, 1400, 1800 and 2000 and an H1 will be produced after each run of Local Referrals.

2H – Document number not in requisition status file. Perform basic research and take corrective action accordingly.

3H – MSIR not in file. Take action to refer these requisitions, BM in cc 65-66 and ICP in cc 67-69.

## **CUSTOMER SERVICES**

### **PROCEDURE VI - (Continued)** **PROCESSING EXCEPTIONS**

9C – Restriction Coded MSIR Review XVK frame and determine what restriction applies The local restriction is coded on the MSIR in the ISU-RES ledger and the ASO restriction is coded in the IRR ledger Process in accordance with aforementioned procedures as appropriate

1W – Requisition status file has BM status without monitor code Conduct necessary research to determine why the referred requisition does not have monitor code and take action to process the record

1L – System supply status off-line review required This exception is output whenever columns 65-66 contain a rejection code Review rejection code and RSF

1U – Invalid-Missing supplementary address – job order Take action to obtain correct data and reinput

**CUSTOMER SERVICES****PROCEDURE VII**  
**ZGE PROCESSING**

**INFORMATION** This DOCID is used to delete a record from the requisition status file. The use of the DOCID must be limited to extreme cases where all other corrective action has been performed and the erroneous record remains on the file. ZGE is not an avenue to take for records with exceptions. Use of the exceptions code manual is mandatory. See ZGE format below.

<u>CC</u>	<u>FIELD DESCRIPTION</u>	<u>M/O</u>	<u>REMARKS</u>
1-3	Document Identifier	M	ZGE
4-6	Blank		
7-10	Originator Code	O	
11-29	Blank		
30-43	Document Number	M	
44	Suffix Code	O	<u>See Note 1</u>
45	Demand Code	O	<u>See Note 2</u>
46	Purpose Code	O	<u>See Note 3</u>
47	Condition Code	O	
48-80	Blank		

**NOTES**

- 1 Mandatory when record to be deleted contains a suffix code
- 2 When demand quantities are to be reduced in the master stock item record, an R is mandatory in this position
- 3 Mandatory entry when demand quantities are to be reduced in the master stock item record

If the requisition status file record contains status code BM (POS 71-72) with monitor code E (POS 76), the corresponding record in the monitor index file will be deleted.



**CUSTOMER SERVICES****PROCEDURE VIII  
MISCELLANEOUS DATA ENTRY**

**INFORMATION** This procedure is provided as an avenue to follow in correcting/processing miscellaneous data entry processes. Due to various different circumstances manual updates may be necessary to correct the requisition.

1. Conduct research and perform corrective action as necessary. This action could include but is not limited to:

- a. ZWC Processing (See Exhibit 9)
- b. ZOA/Processing (See Exhibit 10)
- c. ZAR Processing (See Exhibit 11)

**CUSTOMER SERVICES****EXHIBIT 9**  
**ZWC FORMAT**

<b>CARD</b> <b><u>COLUMN</u></b>	<b><u>FIELD DESCRIPTION</u></b>	<b><u>M/O</u></b>	<b><u>REMARKS</u></b>
1-3	Document Identifier	M	ZWC
4-6	Routing Identifier	O	
7-8	Site Code	O	
9-24	Blank	M	
25-29	Quantity Cancelled	M	
	Document Number		
30	Service Code	M	
31-35	Requisitioner	M	
36-39	Requisition Date	M	36 = 0-9 37-39 = 001-366
40-43	Serial Number	M	
44	Demand/Suffix Code	O	
45-64	Blank	M	Note 1
65-66	Advice Code	M	BQ, NC, CB
67-71	Blank	M	
72	Management Code	M	C = Consumable
73-80	Blank		R = Repairable

NOTE 1 If the DD1348-1 indicates a supply trailer, the ZWC should be queued to UADPS with an 11-zone in position 64 (11 zone = "{}") An 11-zone in position will override generating a "2V" exception when RSF contains proof-of-delivery

## CUSTOMER SERVICES

**EXHIBIT 10**  
**ZOA FORMAT- FRAME #004**

<u>CARD</u> <u>COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>M/O</u>	<u>REMARKS</u>
1-3	Document Identifier	M	ZOA
4-6	Supply Action Date	M	Julian Date of referral or off-line action (001-366)
7	Media/Status	M	Data from original Record
8-20	National Stock Number	O	Data from original Record If part number entered data may be variable
21-22	SMIC/Pack Code	O	SMIC CC 21-22/Pack Code CC 21
23-24	Unit of Issue	M	Data from original Record
25-29	Quantity	M	Data from original Record
30	Service Code	M	Data from original Record
31-35	Requisitioner	M	Data from original Record
36-39	Julian Date	M	Data from original Record
40-43	Serial Number	M	Data from original Record
44	Suffix Code	O	Mandatory when establishing requisition status file for split actions
45-50	Supplementary Address	O	Data from original Record
51	Signal Code	O	Data from original Record
52-53	Fund Code	O	Data from original Record Mandatory from status code BZ
54	Distribution Code	O	Data from original Record
55-56	Account/Cognizance	M	

**CUSTOMER SERVICES**

**EXHIBIT 10 - (Continued)**  
**ZOA FORMAT- FRAME #004**

<u>CARD</u> <u>COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>M/O</u>	<u>REMARKS</u>
57-59	Project Code	O	Data from original Record
60-61	Priority	M	Numerics 01 thru 15 or 99
62-64	RDD	O	Data from original Record
65-66	Status Code	M	Action taken i e . BA, BM, etc
67-69	Routing Identifier to (OR)	O	
67	Blank		
68-69	Buyers Code, if Applicable		
70	Purpose Code	O	
71	Condition Code	O	
72	Management Code	O	
73	Material Control Code	O	
74-80	Unit Price		Mandatory when requisition status file is being established to process a warehouse refusal

## CUSTOMER SERVICES

**EXHIBIT 11**  
**ZAR FORMAT**

<u>CARD</u> <u>COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>M/O</u>	<u>REMARKS</u>
1-3	Document Identifier	M	ZAR
4-5	Exception Code	O	Output Only
6	Media and Status Code	O	Enter media and status if change is required, otherwise leave blank
7	Status Record Code	O	Mandatory 11 zone if status record is required
8-20	National Stock Number	O	Enter NSN or Part Number only if change to file is required
21-22	SMIC/Pack Code	O	SMIC cc 21-22, Pack cc 21
23-24	Unit of Issue	O	
25-29	Quantity	O	Mandatory if quantity in RSF requires change
30-44	Document Number	M	Must match the record to be updated
30	Service Code	M	
31-35	Requisitioner	M	
36-39	Julian Date	M	
40-43	Serial Number	M	
44	Demand/Suffix	O	
45-46	Buyer Code	O	
47-50	Blank		
51	Suffix Code	O	Mandatory if Demand/ Suffix, Code in RSF requires change
52-53	Site Code	O	FISC Processing only
54	Distribution Code	O	Enter Distribution Code if change is required, otherwise leave blank
55-56	Account/Cognizance	O	
57-59	Routing Identifier To	O	Mandatory if RSF contains BM Supply Status Code And the R/I To requires change, else leave blank

**CUSTOMER SERVICES**

**EXHIBIT 11 - (Continued)**  
**ZAR FORMAT**

<u>CARD</u> <u>COLUMN</u>	<u>FIELD DESCRIPTION</u>	<u>M/O</u>	<u>REMARKS</u>
60-61	Priority	O	Mandatory numeric 01 thru 15 or 99 if Priority change is required, otherwise leave blank
62-64	Date Received	O	Mandatory if RSF is established by Z series of D/I This date should Always be equal to or less than date shown in cc 71-73
65-66	Status Code	M	Mandatory if off-line issue (IDC F items) referral, purchase, or cancellation
67-69	Routing Identifier To	O	Activity to whom referred, if applicable Mandatory with BM in cc 65-66
70	Management Information Code	O	Mandatory if code is used in the off-line action – DSA
71-73	Supply Action Date	M	Julian Date of Referral or off-line action
74-75	Delivery Code	O	
76-80	Blank		

## CUSTOMER SERVICES

### **PROCEDURE IX** **MATERIAL OBLIGATION VALIDATION (MOV'S)**

**INFORMATION** MOV's will, on a quarterly basis, be processed by Customer Service and Customer Activities aboard NAWC-AD. Customer Activities are responsible for processing MOV's on all requisitions that they originated via the Requisition Automated Processing System (RAPS). Customer Service is responsible for processing MOV's for NALCOMIS and Exception requisitions, ie, (a) requisitions not input thru RAPS, or (b) requisitions input by Customer Service personnel. Also, DOCID "ZAF's" are processed thru the Uniform Automated Data Processing System (UADPS) by Customer Service on material that the activities mark as received. The MOV process is accessed from the RAPS menu.

- 1 To access the MOV process via RAPS
  - a At the RAPS Main Menu, select a "9" in action field and enter
  - b At the Supply Main Menu, select a "5" in action field and enter
  - c At the MOV Update Menu several options are available based on the type of record being processed
- 2 DOCID's Utilized for the MOV Process are
  - a ACI Cancellation (programmatically sends AC1 to UADPS)
  - b AF1 Follow-up Action (programmatically sends AF1 to UADPS)
  - c AMA Modification (programmatically sends AMA to UADPS)
  - d V Valid (no action required)
  - e R Received (record is sent to Customer Service inbox for research prior to processing ZAF)

**NOTE** To modify requisitions, type "AMA" in DOCID field and press enter to invoke the modification screen. Annotate change and enter "C" to commit.

- 3 Processing NALCOMIS Requisitions
  - a Select a "3" and enter. This automatically generates a report by serial range. Customer Service will forward the report to the appropriate activities for validation with a memo containing instructions and a return date.
  - b Upon return of the NALCOMIS report, select a "1" at the MOV menu and enter the beginning and ending serial range and enter.

**CUSTOMER SERVICES**

**PROCEDURE IX - (Continued)**  
**MATERIAL OBLIGATION VALIDATION (MOV'S)**

c Process the DOCID's from the report with the corresponding requisition on the screen and enter a "C" to commit

**4 Processing Customer Service Requisitions**

a Select "4" and enter This automatically generates a report of all the requisitions Customer Service will research and determine what actions are required

b Select "2" and enter to invoke the Customer Service MOV Exception Update screen Enter the appropriate DOCID and enter "C" to commit the records (see paragraph 2) and enter

**5 Processing ZAF's on Received Material**

a Select option "5" and enter A list appears of all the requisitions that the activities have annotated as received Perform research to ensure the quantity annotated is correct Process ZAF (see example below) thru UADPS to complete the records

b After completion of ZAF, ensure a "V" is entered in the DOCID field to delete the record from the list

**ZAF FORMAT**

<u>CC</u>	<u>FIELD DESCRIPTION</u>	<u>FUNCTION</u>	<u>M/O</u>	<u>REMARKS</u>
1-3	Document Identifier	A	M	"ZAF"
23-24	Unit of Issue	A	M	
25-29	Quantity	N	M	See Note (1)
30-43	Document Number	A/N	M	
44	Suffix Code	A	O	
45	Monitor Code	A	M	"C"
*				

\*Columns not shown are blank

(NOTE 1) Ensure correct quantity is shown in cc 25-29 In the case of a partial shipment, enter quantity received in cc 25-29 and suffix code in cc 44



**CUSTOMER SERVICES**

**EXHIBIT 12**  
**NON-3M VALIDATION MEMO**

**MEMORANDUM**

From Supervisor. Customer Services, Supply Department  
To

Subj QUARTERLY MATERIAL OBLIGATION VALIDATION (MOV)

Ref (a) OPNAV 4790 2  
(b) NASPAXRIVINST 4000 1

Encl (1) Listing of Activity Requisitions

1 In accordance with reference (a), enclosure (1) is forwarded for reconciliation with your records

2 Mark Issue all line items as valid or invalid using the following codes

V = **VALID** – Still Required (ATAs and AFCs are your responsibility to do) (See reference (b)) We will do AFIs on documents with good status (not BA, B8, B9 etc )

C = **CANCEL** – No Longer Required – You cannot cancel BAs, B8s, B9s or items received (attach ACIs to listing – See reference (b))

PC = **PREVIOUSLY CANCELLED** – Provide date of cancellation

R = **RECEIVED** – Provide date and mode of shipment Copy of the receipt is not required

3 Please **DO NOT HIGHLIGHT** or mark the listing except as indicated above Mark on the **RIGHT SIDE** of the listing **ONLY** PLEASE MARK LEGIBLY. DON'T SCRATCH OUT AND MARK OVER CODE

**CUSTOMER SERVICES**

**EXHIBIT 12 - (Continued)**  
**NON-3M VALIDATION MEMO**

4 When the review is complete, the listing must be certified by the Commanding Officer or Unit Head and returned to the Supply Department, Code 824, Building 588, 47253 Whalen Road, UNIT NASSU, within ten (10) working days

**5 FAILURE TO COMPLY WITH THE ABOVE INSTRUCTION WILL  
RESULT IN CANCELLATION OF ALL OUTSTANDING REQUISITIONS.**

6 Please list name and phone number of person working the MOV in case of questions  
\_\_\_\_\_ Thank You

**RETURN BY: \_\_\_\_\_**

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REQUISITION AUTOMATED PROCESSING SYSTEM  
RAPS MAIN MENU

ENTER SELECTION. ACTION: 9 12rq026m

- 1 Requestor Initiation Menu
- 2 Processor Main Menu
- 3 Receiver Menu
- 4 Approval Menu
- 5 General Report/View Menu
- 6 Print Forms Menu
- 7 Comptroller Main Menu
- 8 Contracts Competency Main Menu
- 9 Supply Main Menu
- 10 Auditor Main Menu
- 11 Property Manangement Menu
- 12 Shipping/DRMO Menu
- 13 Shop Stores Menu
- 14 Telephone Office Menu

ENTER SELECTION. ACTION: 9 12rq026m

REQUISITION AUTOMATED PROCESSING SYSTEM  
SUPPLY MAIN MENU

ENTER SELECTION. ACTION: 5 12rq027m

- 1 Customer Service Requisitions
- 2 Supply Maintenance Menu
- 3 Flight Clothing Menu
- 4 Direct Material Requisitions (Lakehurst)
- 5 MOV Main Menu (Pax River)
- 6 Material Movement Document
- 7 Fuel Adjustments (Gains/Losses)
- 8 Fuels Main Menu
- 9 UMMIPS Performance Report
- 10 UMMIPS Detail Report

ENTER SELECTION OR PRESS. ACTION: 5 12rq027m

M - MAIN MENU Q - QUIT X - EXIT

REQUISITION AUTOMATED PROCESSING SYSTEM  
MATERIAL OBLIGATION VALIDATION (MOV) MENU

ENTER SELECTION. ACTION: 1 12rq028m

- 1 Nalcomis MOV Updates
- 2 Customer Service MOV Exception Updates
- 3 Nalcomis MOV Report
- 4 Customer Service MOV Exception Report
- 5 Received MOV Listing

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 REQUISITION AUTOMATED PROCESSING SYSTEM  
 MOV LISTING FOR: **TROSSBACH MICHELLE**

	UIC	Document No	NSN	COG	UI	Action Quantity	Status Code	Last Hold Activity
AC1	N00421	80840006	6680000366301	1R	EA	00003	BF	S9G
V	N00421	80900005	0526LD0538570	0I	EA	00002	BM	NF2
AF1	N00421	81270009	0510LP2071300	0I	EA	00001	NB	NF2
	N00421	81270013	4920011083474	1R	EA	00001	BB	N32
AMA	N00421	81280004	6130011821557	9K	EA	00002	BB	S9G
	N00421	81910003	8475013876711	9D	EA	00008	BP	S9T
	N00421	81910019	5310009994194	9Z	EA	00300	BB	S9I

AC1 - CANCEL

AF1 - FOLLOW UP

AMA - MODIFY

V - VALID

TO ACCESS THE AMA MODIFICATION SCREEN, ENTER DOC ID OF AMA AND PRESS &lt;ENTER&gt;

ENTER SELECTION OR PRESS: \_\_\_\_\_

ACTION: 12rq064u

C - COMMIT

U - SCROLL UP

Q - QUIT

F2 - ZOOM TO ACTION

M - MAIN MENU

V - SCROLL DOWN

X - EXIT

Enter: 'AC1' - CANCEL, 'AF1' - FOLLOW UP, 'AMA' - MODIFY, 'V' - VALID.

Count: \*7

&lt;Replace&gt;

 REQUISITION AUTOMATED PROCESSING SYSTEM  
 AMA MODIFICATION

UIC **N00421** Document No **81280004** Nalcomis Ind **0**  
 NSN **6130011821557** SMIC **■** COG **9K** Status **BB** Routing Id **S9G**  
 Unit of Issue **EA** Quantity **00002** Unit Price **■■■■.00**  
 Purpose Code **A** Condition Code **A** Management Code **R** Material Code **■**

THE FOLLOWING FIELDS MAY BE MODIFIED

Supp Address **N00421**Signal Code **■**Fund Code **21**Project Code **TY3**Priority Code **03**Req Del Date **92**

ENTER SELECTION OR PRESS

ACTION: 12rq066u

C - COMMIT

X - EXIT

Y - MODIFY

F2 - ZOOM TO ACTION

F3 - CANCEL QUERY

Count: \*0

&lt;Replace&gt;

**CUSTOMER SERVICES**

**PROCEDURE X**  
**REQUEST FOR MATERIAL FROM DIPEC**  
**(DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER)**

- 1 Receive a DD1348 (6-pt) stub and copy of DD1419 DOD Production Equipment Requisition from requisitioning Activity
- 2 Send document to data transcribing, loaded in DOCID ZOA, document number, BM status, and routing identifier (S9R)
- 3 Obtain four blank DD1419 Form copies and complete Section 1 of the form from information obtained from submitting Activity This information is provided by submitting Activity from manufacture information
- 4 Complete Section II of the Form as follows

**BLOCK**      **INFORMATION ENTRY**

- |     |  |
|-----|--|
| 9   | Enter name and address of the requiring activity, e g , Commanding Officer, Public Works Department, U S Naval Station, Patuxent River, MD 20670   |
| 10  | Enter "1473-712 (N00421)", this will always be the same  |
| 10a | Enter current date   |
| 11  | Leave Blank  |
| 12  | Enter "X" in Military Block  |
| 13  | Enter the function to be performed by the equipment item (if not shown on the request, obtain from requesting activity)  |
| 14  | Enter the date item must be installed (Obtain from activity if not indicated on the request)   |
| 15  | Enter the date certified non-availability is required from DIPEC<br>Determine this day by subtracting the procurement lead time and 45 days administrative lead time from the date shown in block 14   |
| 16  | Enter the designated priority (If no priority is used, insert "none")  |
| 17  | Enter "X" in appropriate box to designate the requirement as follows<br><u>Production</u> – Required for current use<br><u>Mobilization</u> – Required for layaway<br><u>Replacement</u> – Required to replace an existing item on a one for one basis<br><u>NOTE</u> If information required for 17 above is not indicated on the Request, obtain from activity |

## CUSTOMER SERVICES

### PROCEDURE X - (Continued) REQUEST FOR MATERIAL FROM DIPEC (DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER)

#### BLOCK      INFORMATION ENTRY

- 18 Enter "X" in appropriate box If yes, cite the appropriation that will be charged (Obtain from activity if not on the request)
- 19 Leave Blank
- 20 Enter typed name and title of Control Division Officer or Assistant
- 21 Signature of Control Division Officer
- 22 Enter the date of form preparation
- 23 Leave Blank

5 Review Exhibit 15 to determine the activity authorized to complete Section III of DD1419 Form

a To be Completed by the Field Activity

(1) Complete Section III as follows

#### BLOCK      INFORMATION ENTRY

- 24 Enter Commanding Officer (Code 824), U S Naval Air Station, Patuxent River, MD 20670
- 25 Enter Control Division Officer (Code 824) and current telephone number
- 26 Enter typed name of Control Division Officer and signature
- 27 Enter signature date of block 26

(2) Mail or fax to DSN 695-5750, the original and supporting documentation with two copies of DD1419 Form direct to DIPEC. DSCR, 8600 Jefferson Davis Highway, Richmond, VA 23297

b To be Completed by Parent Command Mail or fax to DSN 695-5750, original and two copies to DIPEC via the parent command designated in Exhibit 15

6 Retain remaining documents in suspense file pending reply from DIPEC

7 Receive two copies of DD1419 Form returned from DIPEC and match with pending file documents Destroy the DD1419 Form copy held in file

## CUSTOMER SERVICES

### **PROCEDURE X - (Continued)** **REQUEST FOR MATERIAL FROM DIPEC** **(DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER)**

8 Review the DD1419 Form returned from DIPEC to determine material is available

a Material Reported not Available at DIPEC

(1) Pull the pink copy of the DD1348 (6 pt) stub, attach to one copy of the DD1419 Form returned from DIPEC and retain in completed files (after a six month retention period has expired, these jackets will be forwarded to Central Files)

(2) Pull one copy of the DD1419 and forward to Comptroller

(3) Process DOCID "ZGE" to clear Requisition Status File

(4) Attach remaining copy of the DD1419 Form returned from DIPEC to the remaining copies for the requisition document and send to data transcribing for AOB processing

(5) Forward to Competency Procurement Department, Code 2 2

b Material Reported Available at DIPEC Determine if Section VI of the DD1419 form is to be completed by the field activity or parent command

(1) Field Activity Send the original copy of the DD1419 form to requesting activity for

(a) Completion of Section VI of the DD1419 Form indicating that the available material is acceptable or non-acceptable

(b) Prepare a letter of explanation if material is not acceptable and attach to the form

(c) Return form to Supply Department/Customer Services Section, (Code 8242)

## CUSTOMER SERVICES

### **PROCEDURE X - (Continued)** **REQUEST FOR MATERIAL FROM DIPEC** **(DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER)**

(2) Parent Command Review Exhibit 15 for activity designated to complete Section VI and VII of the DD Form 1419 Send the original copy of DD1419 to activity designated and request them to

(a) Complete Sections VI and VII in accordance with NAVCOMPT Manual Volume 3, paragraph 036403

(b) Prepare a letter of explanation if material is not acceptable and attach to the form

(c) Return the form to Commanding Officer (Code 82), U S , Naval Air Station, Patuxent River, Maryland 20670

9 Receive the form returned from requesting activity or from activity indicated in Exhibit "1" on page \_\_\_\_\_ and determine if material is acceptable

a Material Accepted by Command

(1) Ensure the returned DD Form 1419 is completed in Sections VI and VII, and blocks 46, 47 and 48, have the Shipping Address to direct the material to a Government Receiving Section Check Block 49 for the packing/crating/handling accounting data and ensure block 50 has special receiving instructions which state in bold letters **"REQUIRES BAR CODE FOR COMPTROLLER ACCOUNTING. UPON RECEIPT OF MATERIAL CONTACT PROPERTY MANAGEMENT TEAM, 301-342-4234 TO DETERMINE IF REGISTRATION AS PLANT PROPERTY IS REQUIRED"**.

(2) Pull the Green copy of the DD Form 1348(6-pt) stub annotate "DIPEC" on the form, and line through the price The shipping and handling charges should already be included in the total price, which is listed on the notification letter from "DIPEC"



## **CUSTOMER SERVICES**

### **PROCEDURE X - (Continued)** **REQUEST FOR MATERIAL FROM DIPEC** **(DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER)**

(a) Attach the green copy of the DD Form 1348(6-pt ) to the DD Form 1419 and the Notification letter from DIPEC Forward these copies to Comptroller, Managerial Accounting, Code 7 6 2 3 1, Building 439, Naval Air Warfare Center Aircraft Division, Patuxent River, MD 20670, Phone 301-757-2202

(b) When ordering DIPEC Equipment for St Ingoes, forward same paperwork to Code 7 6 1 2 0 0 T, Villa Road, Building 8009, St Ingoes, MD 20684-001, Phone 301-862-8124

(3) Retain a copy of the remaining DD Form 1348(6-pt ), DD Form 1419 and the DIPEC Notification letter from Defense Supply Center Richmond DSCR notify Comptroller, phone 301-757-2202 for PAX River/301-862-8124 for St Ingoes, to request a copy of the DD Form 448 (Military Interdepartmental Purchase Request) that was mailed to Defense Supply Center Richmond, be faxed to Customer Service Branch (phone/fax 301-342-1907) Review the DD Form 448 and ensure the Ship To Address is the same, as the address in block 46 of the DD Form 1419 File DD Form 448 with other DIPEC documents

#### **b Not Acceptable by Command**

(1) Make a photostat copy of the letter received from the activity completing Section VI of the DD1419 Form

(2) Prepare a letter to DIPEC requesting cancellation of the DIPEC order in accordance with activities non-acceptance of material

(3) Attach the cancellation request and the letter from the activity to the original copy of the DD1419 Form Mail to DIPEC

(4) Hold remaining documents in suspense file pending reply from DIPEC

(5) Receive the DD1419 Form returned from DIPEC with authority or no authority to purchase

**CUSTOMER SERVICES**

**PROCEDURE X – (Continued)**  
**REQUEST FOR MATERIAL FROM DIPEC**  
**(DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER)**

(6) Purchase Authorized Match with pending file documents and repeat steps 8 a (1) thru (4)

(7) Purchase not Authorized

(a) Contact the activity and advise open purchase action is not authorized

(b) Pull copy of DD1348 (6 pt) stub, attach to original copy of DD1419 Form, annotate “cancelled”, and forward to Central Files

(c) Annotate remaining copies of stub “cancelled” and return to the requesting activity

(d) Process DOCID “ZAR” with BQ Cancellation status to update Requisition Status File

## CUSTOMER SERVICES

**EXHIBIT 15**  
**DESIGNATED ACTIVITIES FOR COMPLETION OF SECTIONS III,**  
**VI, AND VII OF DD1419 FORM**

Activities under the Command of primary Support command/ Bureau office/HQMC	Section III to be completed by	Section VI and VII to be completed by	Copy to Command/ Bureau/Office
Fleet Commanders Operating Forces Ashore  VQ-4 etc	NAVSEA, Code 0703A (PESO)	NAVSEA, Code 0703A (PESO)	Yes
Naval Weather Headquarters, Service Command	Weather Service	Headquarters Weather Service	Yes
NWSED			
Bureau of Medicine And Surgery	Field Activity	Field Activity	No
Naval Hospital			
Supply Systems Command	Field Activity	Field Activity (SUP Code 042)	Yes
Naval Commissary Store			
Air Systems Command	Field Activity	Field Activity	No
NAWC-AD/NAS Activities (requisitions containing 00421 accounting #)			

**CUSTOMER SERVICES****PROCEDURE XI**  
**REFERRAL STATUS PROCESSING****PART I      PASSED REQUISITION STATUS FILE UPDATE**

Introduction This section pertains to the processing of system supply and shipment status documents for a passed or referred requisition. The receipt of these documents will be based on local activity action and the decision at the time the requisition was passed or referred. When a data demand is received, a record will be established initially in the Requisition Status File.

- 1 If the supply decision on the requisition was to refer/pass, the record will be updated with "BM" status, the supply action date, and the Routing Identifier of the activity to which the requisition is referred.
- 2 If the referred requisition is to be monitored, the media and status code in the outgoing document will indicate that system status be provided to Patuxent River. Also, a DOCID ZAF will be program generated to update the applicable Requisition Status File record with a Monitor Code "D" and Referral Media and Status Code. These data elements will designate records on which system status will be received and processed.
- 3 The system status inputs will contain the same document number as the Passing/Referral order. Therefore, recording of the requisitions will be by the basic document number, excluding suffix code. This is necessary because of the possibility that supply action on the original Passing/Referral Order may result in it being "split" and Suffix coded by another supply activity. Referral file processing of system status documents will allow for receipt of documents which contain a different quantity and suffix code from that recorded in the original record.
- 4 Receipt of a system status record which indicated "split" action has occurred will result in establishment of a new Requisition Status record. This record will duplicate the original Referral record, except an "X" will be assigned to position 3, and the quantity and suffix code will be entered from the input document. The record will be updated with the input supply and/or shipment data based on the document identifier in cc 1-3. A Trailer Code will be entered to indicate status of the total requested quantity. Any subsequent system status will continue to seek and update the record until supply action has been completed by either Proof of Delivery, Proof of Purchase, Cancellation or Rejection for the total quantity requested.

**CUSTOMER SERVICES**

**PROCEDURE XI - (Continued)**  
**REFERRAL STATUS PROCESSING**

- 5 Processing of a system status input will generate a similar status document
- 6 A separate tape record will be maintained for each monitored Passing/Referral Order. This record will contain an image of the Requisition/Receipt Monitor Requirement Notification (DOCID ZAF) and images of all following up and status type documents processed in relation to it. Therefore, each system status input that locates a monitored record will generate a transaction which will establish and/or update a Referral Tape Record.
- 7 Actual updating of the Referral File record from system status documents will be dependent upon the type of input and the status it contains. The following Document Identifiers will be acceptable for processing:

<u>DOCUMENT IDENTIFIER</u>	<u>DEFINITION</u>
AE1-2	Supply Status
AG6	Supply Status-Reply to Cancellation Request
AR6	Material Release Confirmation Reply to Follow-Up
AS1-2	Shipment Status
AU1-2	Shipment Status-Reply to Cancellation Request

**ACTION**

- 1 Receive information pertaining to the status of material due for a monitored Referral/Passing Order via message, telephone conversations, and etc

**CUSTOMER SERVICES****PROCEDURE XI - (Continued)**  
**REFERRAL STATUS PROCESSING**

2 If the information indicates a change in the status of the requisition such as cancellation, discontinue referral action, proof of purchase of shipping data, or estimated availability data, initiate action to generate the appropriate status input

- a Create a status input with the applicable Document Identifier
- b Process to Program UA24

**PART II FOLLOW-UP ON MONITORED REFERRAL/PASSING ORDERS**

Passed or referred requisition records that are considered overdue in accordance with MILSTRIP Issue Processing Standards will be selected and an output follow-up document (DOCID AD\_\_\_) will be generated. The record will be updated to reflect "Date of Last Follow-Up and Number of Follow-Ups". Each monitored record will be examined in order to assign a code that will indicate the status of the record (1) for subsequent follow-up runs and (2) for use in determining purge requirements.

## **CUSTOMER SERVICES**

### **PROCEDURE XII** **EXCESSIVE PRICE REPORTING**

1 **Information** Reporting of a suspected excessive price is encouraged whenever there appears to be an unreasonable charge for material received within the Department of the Navy. When an excessive price is suspected, customer activities can notify the Customer Services Section or FOSSAC. The purpose of this instruction is to provide Customer Services with a procedure to follow in reporting suspected excessive prices.

2 Receive in writing reports of suspected excessive pricing. Use of the Suspected Overcharging Notification Form (Exhibit 16) is strongly encouraged, but is not mandatory. Customers reporting suspected overcharging can do so by any means, so long as sufficient information is provided to process the report.

3 Process reports as follows:

a Maintain a "tickler" file of all reports for future reference.

b In all cases, reports of suspected overpricing will be forwarded to FOSSAC, by mail, when they are received, or next business day.

c FOSSAC mailing address is:

(1) By letter to: Commanding Officer, (FOSSAC), P O Box 15129, Norfolk, Virginia 23511-0129, ATTN: Pricing Hotline

(2) By calling the FOSSAC pricing hotline, DSN 646-2468, or commercial (757) 443-2468

(3) By using the suspected overcharging notification form. See Exhibit 16

d Suspected overcharging that reaches substantial amounts can be reported by phone.

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## EXHIBIT 16

FOSSAC 4265/1 (03-95)

**PRICE CHALLENGE HOTLINE  
SUSPECTED OVERCHARGING  
NOTIFICATION**Date \_\_\_\_\_  
\_\_\_\_\_*I think the Government is being over-charged on this item. Please look into it, and let me know what you find.*

Describe the item you think is over-priced:

NSN or Part Number \_\_\_\_\_

Contract Number \_\_\_\_\_  
(Mandatory if only part number is provided)

Description or name of item \_\_\_\_\_

Price you think is wrong \_\_\_\_\_

Source for the suspect incorrect or excessive price \_\_\_\_\_

Why do you think this item is over-priced? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Is there another NSN you can USE IN PLACE of this item (at a lower price)? ☐ YES ☐ NO

NSN \_\_\_\_\_ Price \_\_\_\_\_

How did you learn about the Price Challenge Hotline Program?

☐ Poster ☐ Magazine/Journal Article ☐ Videotape  
☐ Co-worker ☐ Navy and Marine Corps News ☐ Other \_\_\_\_\_Please provide your complete message and mailing address so we can tell you the results of our review.  
(PLEASE PRINT)

Rank/Rate/Name \_\_\_\_\_

Command \_\_\_\_\_

Mailing Address \_\_\_\_\_

Message Address \_\_\_\_\_

DSN Number \_\_\_\_\_



## CUSTOMER SERVICES

### **PROCEDURE XIII** **PROOF OF DELIVERY, PURCHASE ORDER FEEDBACK** **AND BACKORDER ESTIMATED AVAILABILITY**

#### Part 1 PROOF OF DELIVERY FEEDBACK

When a transaction has been completed and the Requisition Status File and Requisition History File are to be updated accordingly, Proof of Delivery Feedback is processed to update these files. Proof of Delivery Feedback provides for (1) updating of Requisition Status or Requisition History File at the time material is offered to the Carrier and (2) updating of Requisition Status File when the material has actually been shipped or delivered. Shipment Status Cards (DOCID "AS\_\_\_") will be generated when a record is updated with Proof of Delivery/Shipment.

Proof of Delivery copies will be received from Shipping in the following groups

<u>Type</u>	<u>Labeled</u>
Parcel Post-Certified Insured/ Registered	"Parcel Post-Traceable Shipment"
Parcel Post-Not Certified Insured/ Registered	"Parcel Post-Non-Traceable Shipment"
Government Bill of Lading (GBL) Transportation Control Movement Document (TCMD)	Each document will contain the shipping information thereon

Proof of Delivery #4 copy, will be received from Warehouse 665 in the following group

<u>Type</u>	<u>Labeled</u>
Local Delivery	"Local Delivery"

## CUSTOMER SERVICES

**PROCEDURE XIII - (Continued)**  
**PROOF OF DELIVERY, PURCHASE ORDER FEEDBACK**  
**AND BACKORDER ESTIMATED AVAILABILITY**

Proof of Delivery is required on all Parcel Post traceable shipments, GBL and TCMD shipments. Proof of Delivery is also required on any shipment regardless of mode.

In the preparation of the Z98 inputs, the following format list the mandatory entries to be used:

"Local Delivery" (POD/POS Type Code ~ 2)

<u>CC</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
1-3	Document Identifier	Z98
29	POD/POS Type Card	Enter "2"
30-44	Document Number	
62-64	Date Shipped	
65	Mode of Shipment	D, G, H, X 6, 8, or 9 only 9 – Local delivery by Government or commercial truck 8 – Pipeline 6 – Military Official Mail X – Bearer walk through H – Air Parcel Post G – Surface Parcel Post D – Driveaway Truckaway tows See additional codes in NAVSUP P-409 MILSTRIP Guide, page 57

**CUSTOMER SERVICES****PROCEDURE XIV**  
**AT FOLLOW-UPS**

**INFORMATION** Inquiries directed to inventory managers by requisitioners to determine the status of outstanding requisitions will be accomplished through stated follow-up procedures. When the follow-up is in the AT\_\_ series, no positive supply status has been received from a supply source. An AT\_\_ follow-up will be processed as if the original requisition has not been received. In instances where AT\_\_ follow-ups are manually processed, all original entries including Local Referral entries must be included on the AT\_\_ Local Referral entries include M&S, signal and fund codes also, routing identifier

## 1 Receive AT\_\_ follow-ups

## a Process in accordance with format below

<u>CC</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
1-3	DOCID	AT__
4-80	Perpetuate from Customer Requisition	See Note

## b Input via application "V" for transmission via outgoing AUTODIN

**NOTE** If all data is not available from the customer's requisition, refer to UADPS "XVH" inquiry

## c Must always be service code "N" or "V" in cc 30

**CUSTOMER SERVICES**

**PROCEDURE XV**  
**REQUISITION MODIFIERS**  
**AM SERIES**

**BACKGROUND** AM\_\_ series requisition modifiers are submitted for modification of requisitions on backorder, or modification of requisitions for which a drop from inventory has not been made and a DD1348-1 has not been prepared

a The data fields capable of being modified by AM\_\_ series documents are as follows

Media and Status	CC 7
Supplementary Address	CC 45-50
Country FMS Offer/Release Option Code	CC 46 FMS Only
Freight Forwarder	CC 47 FMS Only
Signal Code	CC 51
Fund Code	CC 52-53
Distribution Code	CC 54
Project Code	CC 57-59
Priority Designator Code	CC 60-61
Required Delivery Code	CC 62-64
Advice Code	CC 65-66

**CUSTOMER SERVICES**

**PROCEDURE XVI**  
**CANCELLATION REQUEST**

1 General The cancellation request will be submitted by the requisitioner, the supplementary addressee or the monitoring activity whose code appears in cc 54 Headquarter commands and other authorized commands may submit cancellations for material. If cancellations are initiated by other than the requisitioners, the responsibility for advising other interested activities is vested in the activity initiating the cancellation. RAPS customers are required to fax a copy of the requisition to be cancelled to 342-1907 for action.

2 Format

<u>CARD</u> <u>COLUMN</u>	<u>FIELD LEGEND</u>	<u>EXPLANATION/INSTRUCTIONS</u>
1-3	Document Identifier	Enter DOCID AC1, AC2, or AC3 Also used by Storage in reply to cancellation request from the ICP (DI Code AG6)
4-6	Routing Identifier	Code for the last known supply source If used as a DI Code AG6 transaction will contain the RI Code of the supply source to which the document will be transmitted
7	Media and Status	Code as shown in the original requisition
8-22	Stock or Part Number	Data as shown in the requisition or in supply status, when such status has been received
23-24	Unit of Issue	Data as shown in the requisition or status card
25-29	Quantity	Quantity for which cancellation is requested

## CUSTOMER SERVICES

**PROCEDURE XVI - (Continued)**  
**CANCELLATION REQUEST**

<u>CARD COLUMN</u>	<u>FIELD LEGEND</u>	<u>EXPLANATION/INSTRUCTIONS</u>
30-43	Document Number	Document number of the requisition for which cancellation is requested If off-station – need “N” Service Code
44	Suffix	Suffix code as shown on the supply status record, when applicable Otherwise enter demand code from the requisition For DI Code AG6 enter suffix code from the DI Code AC6 or leave blank
45-61		For other than DI Code AG6 transactions, data in the requisition or supply status record
62-64	Date	Julian day of preparation
65-80		For other than DI Code AG6 transactions, data in the requisition or supply status record

## CUSTOMER SERVICES

### PROCEDURE XVII FILE MAINTENANCE AND RETIREMENT

#### Part 1 Requisition Status File Retirement

1 Information The Requisition Status File Retirement (Purge) is performed on the first workday of each month. Its purpose is to review each record on the RSF and remove inactive records to the Requisition History File or hard copy listing depending on the type of request. It also provides listings of exceptions or incomplete actions that require processing prior to retirement.

2 Receive the following listings monthly and file and/or process as indicated:

a The Requisition History and Status Listing The purpose of this listing is to provide a hard copy of records transferred to the Requisition History File. Receive listing and process as follows:

(1) Prominently mark listing with month and year and file.

(2) Remove from file all listing(s) dated two years prior to the current listing date and retain in inactive storage file.

b 15-Day Exception Action Listing This listing consists of requests with an Exception Code for which no action has been recorded for 15 days. Its purpose is to expedite resolution of these excepted records. Receive listing and process as follows:

(1) Take necessary actions to correct each exception. If actions are required by another section, annotate listing with responsible code, make a copy of listing, and forward for action. Indicate on listing that exceptions are to be corrected and once action is completed, listing returned to Customer Services.

(2) Ensure all exceptions are corrected as expeditiously as possible.

(3) Retain listing annotated with actions taken for two years.

c 30-Day MAP Requisitions with No Proof of Delivery The purpose of this listing is to expedite shipment of material and/or process the POD.

## CUSTOMER SERVICES

### PROCEDURE XVII - (Continued) FILE MAINTENANCE AND RETIREMENT

(1) Attempt to obtain proof of shipment copy from Central Files and process a Z98 in accordance with Customer Services Procedure XIII

(2) If proof of shipment is not available, contact Shipping and request same Process Z98 upon receipt of shipment data

(3) File listing annotated with actions taken Retain for two years

d Records in File with Invalid BD/BT Status Codes or Blank Status Code without an Exception Code The purpose of this listing is for use in research to expedite actions required to complete processing of delayed requests

(1) Initiate actions to obtain firm status or rejection status

(2) Update file accordingly

(3) Retain listing annotated with actions taken for two years

e Purge Type F Records not Transferred to History Files. These records fall into two categories (1) the original referral record when the total referred quantity has been accounted for in System Status records, and (2) system status records when the total referred quantity has not been accounted for The purpose of the listing is for information only and will be retained two years

f Monitored Records in File 60 Days or More with a "G" Trailer Code

(1) Assignment of a "G" Trailer Code indicates that the total referred quantity has not been accounted for by system status or follow-up action The purpose of this listing is for use in research to determine the reason for the quantity shortage such as

(a) An outstanding exception on a system status card

(b) A Unit of Issue of NSN change that resulted in a change of quantity



## CUSTOMER SERVICES

### **PROCEDURE XVII - (Continued)** **FILE MAINTENANCE AND RETIREMENT**

(2) Receive listing and process as follows

(a) Check each document number of listing against any outstanding exception listing. If an exception is found, take the necessary actions to correct exception.

(b) If no outstanding exceptions found, conduct research to determine if there has been a change in the Unit of Issue and/or NSN.

(c) If research reveals a change has been made that will account for the quantity difference, initiate action to create and input and AE - with BQ status in cc 65-66 and the quantity difference in cc 25-29.

(d) If there has been no change in the U/I, contact the Last Holding Activity and request disposition of the outstanding quantity.

g Purge Type "F8" Records not Transferred to the Requisition History File The purpose of this listing is to provide a hard copy of requisitions for services which contain double alphas in the third and fourth positions of the Julian date field of the document number and old requisitions mass purged due to their Julian date. This listing is for use in conducting research and should be retained for two years.

h Purged Controlled Disposal Records Report This listing is for information purposes only and contains records purged from the Requisitions Status File with DOCID's BG \_\_, A5J, and/or C5J. Retain for two years.

#### Part II Requisition History File Retirement

1 Information The Requisition History File retirement is performed on the first workday of the month. Its purpose is to review and purge the RHF of records no longer required and provide a hard copy listing of those records deleted.

2 Receive the following reports, prominently mark each with month and year and retain for two years.

**CUSTOMER SERVICES**

**PROCEDURE XVII - (Continued)**  
**FILE MAINTENANCE AND RETIREMENT**

a     Requisition History and Status Record Analysis Report   The purpose of this report is to provide statistical totals on types of records required (information only)

b     Records Purged from Requisition History File Listing   This report contains record of each request removed from the RHF and is the only remaining record of the request   Retain for use in research

## CUSTOMER SERVICES

### **PROCEDURE XVIII** **SPECIAL MEASUREMENT CLOTHING, FOOTWEAR,** **ORTHOPEDIC FOOTWEAR AND HEADWEAR**

**INFORMATION** This procedure provides instruction for processing requisitions for special measurement clothing footwear, orthopedic footwear, and headwear. Special measurement clothing will be provided to the Navy for personnel who cannot be properly fitted through authorized alterations to standard sizes. This category of clothing will be requisitioned from the Defense Supply Center, (S9T) Philadelphia, Directorate of Clothing and Textiles, or Defense Supply Center, Philadelphia (S9M), Directorate of Medical.

- 1 Process requisition as follows
  - a Receive requisitions for flight clothing with attached DD Form 358, Armed Forces Measurement Blank-Special Sized Clothing for Women and Men, DD Form 150, Special Measurement Blank for Special Measurement/Orthopedic Boots and Shoes
- 2 Prepare a DD Form 1348-1, DOD single line item requisition system document, for each item of clothing for each individual, use DOCID AOE and R/I S9T
- 3 Type in "Remarks Section" on 1348, the individual's name and an abbreviated item description sufficient to identify the item, in addition to standard requisition data
- 4 Type the requisition number below the signature block on the special measurement blank
- 5 Attach the requisition to the special measurement blank and submit direct to (S9T)

Defense Supply Center Philadelphia  
ATTN: Special Clothing  
Directorate of Clothing and Textiles  
Philadelphia, PA 19145

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**CUSTOMER SERVICES**

**PROCEDURES XVIII - (Continued)**  
**SPECIAL MEASUREMENT CLOTHING, FOOTWEAR,**  
**ORTHOPEDIC FOOTWEAR AND HEADWEAR**

- 6 Requisitions for headwear (helmets) should be marked Attn Special Measurement
- 7 Requisitions for special measurement footwear and orthopedic footwear will be submitted direct to (S9M)

Defense Supply Center Philadelphia  
ATTN Special Footwear  
Directorate of Medical Material  
Philadelphia, Pennsylvania 19101

- 8 Ensure the "remarks" portion of the DD 1348 contains the requiring individual's name, rank and serial number or social security account number, and the applicable specification and size required

## **CUSTOMER SERVICES**

### **PROCEDURE XIX WAREHOUSE REFUSAL PROCESS**

INFORMATION Warehouse refusals will be processed due to material not-in-stock (DOCID ZWR), not-in-stock for substitute NSN (DOCID ZWS), unit pack changed/under/over issue (DOCID ZWP), insufficient shelf-life/changed condition (DOCID ZWD) customer cancellation (DOCID ZWC), and continuous length required (DOCID ZWB)

- 1 Receive miscellaneous warehouse refusal adjustments, advice code 2P (over issue/under issue due to QUP/unit of issue) Advice Code 5U (fill or kill), Advice Code 2N (continuous length) or Advice Code 2B (requested items only)
- 2 Process DOCID ZWC, ZWB or ZWP as appropriate Exhibit 9 for ZWC and Exhibit 17 for all other ZW\_\_ formats

**CUSTOMER SERVICES**

**EXHIBIT 17**  
**ZW- FORMAT**

<u>FIELD POSITION</u>	<u>FIELD LEGEND</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
1-3	DOCUMENT IDENTIFIER	ZWB, ZWD, ZWP, ZWR, OR ZWS
4-6	ROUTING IDENTIFIER	
7-24	BLANK	
25-29	QUANTITY	NOTE 1
	DOCUMENT NUMBER	
30	SERVICE CODE	
31-35	REQUISITIONER	
36-39	REQUISITION DATE	36 = 0-9 37-39 = 001-366
40-43	SERIAL NUMBER	
44	DEMAND/SUFFIX CODE	
45-64	BLANK	NOTE 3
65-66	ADVICE CODE	
67-71	BLANK	
72	MANAGEMENT TRANSACTION CODE	NOTE 2
73-80	BLANK	

**CUSTOMER SERVICES**

**EXHIBIT 17 - (Continued)**

**ZW- FORMAT**

- NOTE 1 For DOCID's ZWB, ZWD, ZWS, and ZWR, cc 25-29 indicates the quantity refused, for ZWP transactions, it contains either the quantity Overissued or quantity Underissued
- NOTE 2 To indicate an Underissue, assign a D Management Transaction Code, And a B Management Transaction Code for Overissue for ZWP Transactions ZWD transactions must contain one of the following Management Transaction 2 = Condition Code Change, 3 = Insufficient Shelf Life, 5 = Reidentification/Reclassification
- NOTE 3 Position 45-54 Serial Number when warehouse refusing a serial number

## **CUSTOMER SERVICES**

### **PROCEDURES XX** **UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY** **SYSTEM (UMMIPS) PERFORMANCE REPORTING**

**INFORMATION** The UADPS program A-UA15 was developed to give an activity the means to prepare the UMMIPS performance report. The output listing from the program is broken down in two sections. The first section is a detailed compilation of all requisitions used in generation of the report. Section two shows activity serial number, range, and break down of total requisitions counted by serial number and customer, as well as the percentage and number of requisitions by priority. RAPS also has a UMMIPS performance report listed by competencies code.

- 1 Receive output listing VIA, UA15 or RAPS no later than the 5<sup>th</sup> workday of each month. Using Excel spread sheet software, key totals by issue group and percent by issue group.
- 2 Prepare UMMIPS report in accordance with Exhibits 18, 19, 20 and 21.
- 3 Forward via chain of command to the Supply Officer.



## EXHIBIT 18

MONTHLY UMMIPS REPORT  
JUNE 1995

UIC	REQUISITION	IPG 1 REQNS	IPG 2 REQNS	IPG 3 REQNS	TOTAL REQNS	% IPG 1	% PG 1&2	% IPG 3	IPG 1&2 LIMIT
00421	NAS	1133	1777	4828	7738	15%	38%	62%	60%
00421	NAWC	165	735	1170	2070	8%	43%	57%	70%
09962	VQ-4	0	12	88	100	0%	12%	88%	70%
55600	VX-1	208	37	66	311	67%	79%	21%	70%
55243	VC-6	13	31	18	62	21%	71%	29%	70%
OTHER ACTIVITIES		193	1207	695	2095	9%	67%	33%	
SUMMARY		1712	3799	6865	12376	14%	45%	55%	

Note 1      Percentage limitation established by OPNAVINST 4614.1F for Non-Industrial Air Stations for Priority Designators (PD) 01 thru 08 is 60%

Note 2      Percentage Limitation established by OPNAVINST 4614.1f for Naval Aircraft Squadrons for Priority Designators (PD) 01 thru 08 is 70%. NAWC is considered as having the same 70% limitations as squadrons by virtue of the T & E Squadron designation.

CUSTOMER SERVICES

EXHIBIT 18

11 OCT 2000

06/06/2000 10 17

## UMMIPS PERFORMANCE REPORT

Page 1

TIME PERIOD 01-MAY-2000to 31-MAY 2000

UIC N00421

COMPETENCY CODE \*\*\*\*\*

COMPETENCY 000000A

PRIORITY	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
NBR REQUISITIONS	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
PERCENT TOTAL													100 00		
TOTAL REQUISITIONS	1														

\* LEVEL TWO COMPETENCY 00 .....

PRIORITY	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
NBR REQUISITIONS	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
PERCENT TOTAL													100 00		
TOTAL REQUISITIONS	1														

COMPETENCY 314300A

PRIORITY	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
NBR REQUISITIONS	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
PERCENT TOTAL													100 00		
TOTAL REQUISITIONS	3														

\* LEVEL TWO COMPETENCY 31 .....

PRIORITY	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
NBR REQUISITIONS	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
PERCENT TOTAL													100 00		
TOTAL REQUISITIONS	3														

CUSTOMER SERVICES

EXHIBIT 19

11 OCT 2000

UMMIPS Percentage  
MAY 2000

CUSTOMER SERVICES

EXHIBIT 20

1 1 OCT 2000

Competencies	Comp	01	02	03	04	05	06	07	08	09	10	11	12	13	14	Total	Issue I/II	Percent
0	000A													1		1	0	0 00%
00 Total		0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0 00%
10	100000T															0	0	0 00%
10 Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
21	2100															0	0	0 00%
21 Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
31	3143													3		3	0	0 00%
31 Total		0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	0	0 00%
32	3210			6			7	7						29		49	20	40 82%
32	3212									1						1	0	0 00%
32	3220															0	0	0 00%
32	3222															0	0	0 00%
32 Total		0	0	6	0	0	7	7	0	1	0	0	0	29	0	50	20	40 00%
40	4000													1		1	0	0 00%
40 Total		0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0 00%
41	4110A													12		12	0	0 00%
41	4120A							1								1	1	100 00%
41	4123A													1		1	0	0 00%
41	4130A			1												1	1	100 00%
41	4160A															0	0	0 00%
41	4162A															0	0	0 00%
41	41J2															0	0	0 00%
41 Total		0	0	1	0	0	0	1	0	0	0	0	0	13	0	15	2	13 33%
42																0	0	0 00%
42																0	0	0 00%
42 Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
43	4310															0	0	0 00%
43	4311			1				17								18	18	100 00%
43	4326													1		1	0	0 00%
43	4333													7		7	0	0 00%
43	4343													1		1	0	0 00%
43	4350						1									1	1	100 00%
43	4352															0	0	0 00%
43 Total		0	0	1	0	0	1	17	0	0	0	0	0	9	0	28	19	67 86%
44	4431															0	0	0 00%
44	4441									4						4	0	0 00%

UMMIPS Percentage  
MAY 2000

Competencies	Comp	01	02	03	04	05	06	07	08	09	10	11	12	13	14	Total	Issue I/II	Percent
0		0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0 00%
10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
21		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
31		0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	0	0 00%
32		0	0	6	0	0	7	7	0	1	0	0	0	29	0	50	20	40 00%
40		0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0 00%
41		0	0	1	0	0	0	1	0	0	0	0	0	13	0	15	2	13 33%
42		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
43		0	0	1	0	0	1	17	0	0	0	0	0	9	0	28	19	67 86%
44		0	0	0	0	0	7	1	0	22	0	0	0	2	0	32	8	25 00%
45		0	5	83	0	71	411	6	0	613	0	0	0	122	14	1325	576	43 47%
46		0	0	2	0	0	0	13	0	0	0	0	1	1	0	17	15	88 24%
48		0	0	0	0	0	0	0	0	24	0	0	0	3	0	27	0	0 00%
4K		0	0	0	0	0	0	90	0	12	0	1	0	32	14	149	90	60 40%
50		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
51		0	1	39	0	0	0	3	0	110	0	0	0	11	1	165	43	26 06%
54		0	0	2	0	0	0	18	0	430	0	0	0	15	0	465	20	4 30%
55		0	15	96	0	20	190	10	0	60	0	32	1	533	0	957	331	34 59%
70		0	0	0	0	0	0	0	0	0	0	0	0	16	0	16	0	0 00%
71		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
72		0	0	0	0	0	0	0	0	0	0	0	0	49	0	49	0	0 00%
73		0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0 00%
76		0	0	0	0	0	0	130	0	1	0	0	0	81	4	216	130	60 19%
80		0	0	0	0	0	0	0	0	0	0	0	0	44	0	44	0	0 00%
81		0	0	0	0	0	0	0	0	0	0	0	0	6	0	6	0	0 00%
82		0	0	0	0	0	0	0	0	0	0	0	0	57	0	57	0	0 00%
83		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 00%
84		0	2	0	0	0	0	0	0	0	0	0	0	1	0	3	2	66 67%
85		0	0	2	0	0	0	9	0	39	0	0	0	18	0	68	11	16 18%
86		0	0	0	0	0	0	0	0	5	0	0	0	0	0	5	0	0 00%
87		0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	0	0 00%
DC		0	0	1	0	0	3	0	0	0	0	0	0	13	0	17	4	23 53%
DH		0	0	0	0	0	3	0	0	0	0	3	0	27	0	33	3	9 09%

CUSTOMER SERVICES

EXHIBIT 21

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## **CUSTOMER SERVICES**

### **PROCEDURE XXI** **UNMATCHED SUMMARIES/DISCREPANCY REPORTS (RODS)**

1 Follow instructions for processing RODs in accordance with NAVSUP Instruction 4440 179 A, and Supply Department Instruction 4440 179 In the event a MSIR (Master Stock Item Record) needs to be established, see Exhibit 22

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UADPS-SP Record Content Sheet

## PROGRAM(S)

INPUT P-UB35 C-UB46  
OUTPUT SEE NOTE 1

## PAGE

1 OF 3

TITLE NEW ITEM ESTABLISHMENT

RECORD NO P-020

RECORD SIZE 80

TYPE INPUT/OUTPUT

MEDIA PUNCHED CARD

COMMENTS THE 'ZEN' INPUT IS UTILIZED TO ESTABLISH A NEW ITEM IN THE UADPS MSIR FILE THE 'ZEN' MAY BE INPUT TO PROGRAM UB46 TO OBTAIN CURRENT UNIT OF ISSUE AND UNIT PRICE INFORMATION PRIOR TO PROGRAM P-UB35

FIELD POSITION	FIELD LEGEND	#CHAR		M	EXPLANATION AND INSTRUCTIONS
		A	N		
1-3	** DOCUMENT IDENTIFIER	3		M	ENTER 'ZEN'
4-5	** EXCEPTION CODE	1	1	C	REFLECTS THE EXCEPTION CODE OF THE OUTPUT EXCEPTION SPECIFIC EXCEPTION CODES RECOGNIZED ON INPUT SEE NOTE 1
6-7	** MATERIAL IDENTIFIER	1	1	M	ENTER MATERIAL COGNIZANCE OF THE CODE (ACCT/COG) SPECIFIC STOCK RECORD -- NAVY ACCT/COG (NA) DSA DUAL COG (AA)
8	MATERIAL CONTROL/ACQUISITION	1		O	ENTER THE MATERIAL CONTROL CODE ADVISE CODE (MCC)/ACQUISITION ADVISE CODE (ACC) IF APPLICABLE ACC APPLICABLE FOR ALPHA/ALPHA AND 9/5 (EXCEPT 5R) COGNIZANCE ITEMS REFER TO APPENDIX 17-A PUB 437
9	** CONDITION CODE	1		M	ENTER APPROPRIATE CONDITION CODE (A THROUGH P EXCEPT I & O)
10-22	** STOCK NUMBER (NSN)	7	6	M	ENTER STOCK NUMBER OF THE SPECIFIC STOCK RECORD FSC AND NIIN (NNNNNEEEENNN)
23-24	** SMIC/TYPE PACK CODE		2	C	ENTER SMIC (CC 23-24) TYPE OF PACK (CC 23) IF APPLICABLE
25-26	** UNIT OF ISSUE	2		M	ENTER APPLICABLE UNIT OF ISSUE
27-35	PRIMARY LOCATION	8	1	O	ENTER PRIMARY LOCATION IF KNOWN (NNNNNNNE)
36-42	UNIT PRICE	7		M	ENTER STANDARD PRICE OF THE ITEM IF A STANDARD PRICE IS NOT AVAILABLE ENTER AN ESTIMATED PRICE WITH AN ESTIMATED PRICE CODE OF '1' IN CC 57 OPTIONAL ENTRY WHEN CC 6 CONTAINS STORES ACCOUNT 0
43	FBM APPLICABILITY CODE	1		O	ENTER FBM CODE IF APPLICABLE REFER TO SECTION 5 STANDARD DATA REFERENCE
44	LOCAL SERVICEMAN STORE FBM MODEL MAINTENANCE CODE	1		O	ENTER MODEL MAINTENANCE CODE IF APPLICABLE REFER TO SECTION 5 STANDARD DATA REFERENCE
45	ITEM DESIGNATOR CODE		1	O	ENTER ITEM DESIGNATOR CODE IF APPLICABLE REFER TO SECTION 5 OF THE STANDARD DATA REFERENCE
46	ISSUE RESTRICTION CODE		1	O	ENTER ISSUE RESTRICTION CODE IF APPLICABLE REFER TO SECTION 5 OF THE STANDARD DATA REFERENCE
47	RECEIPT RESTRICTION CODE (A628)		1	O	ENTER RECEIPT RESTRICTION CODE (A LOCALLY-ASSIGNED ALPHA OR NUMERIC CHARACTER) IF APPLICABLE
48	DEMIL CODE (D017)	1		O	ENTER DEMIL CODE 'A' THRU 'N' (EXCEPT I) OR 'X'
49-50	ISSUE REPAIR/REQUISITION RESTRICTION CODE (D014A)		2	O	ENTER ISSUE REPAIR/REQUISITION RESTRICTION CODE IF APPLICABLE REFER TO APPENDIX 17 K PUB 437

EXHIBIT 22 - (Continued)  
**UADPS-SP Record Content Sheet**

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PROGRAM(S)  
 INPUT P-UB35 C-UB46  
 OUTPUT SEE NOTE 1

PAGE  
 2 OF 3

TITLE NEW ITEM ESTABLISHMENT

RECORD NO P-02C

RECORD SIZE 80

TYPE INPUT/OUTPUT

MEDIA PUNCHED CARD

COMMENTS THE 'ZEN' INPUT IS UTILIZED TO ESTABLISH A NEW ITEM IN THE UADPS MSIR FILE. THE 'ZEN' MAY BE INPUT TO PROGRAM UB46 TO OBTAIN CURRENT UNIT OF ISSUE AND UNIT PRICE INFORMATION PRIOR TO PROGRAM P-UB35

FIELD POSITION	FIELD LEGEND	#CHAR		M	EXPLANATION AND INSTRUCTIONS
		A	N		
51	UNIT PRICE DECIMAL LOCATOR	1		M	ENTER 0' OR 2 TO INDICATE CODE (B053D) WHOLE DOLLARS AND DOLLARS AND CENTS. ZERO (0) INDICATES WHOLE DOLLARS. TWO (2) INDICATES DOLLARS AND CENTS. <u>EXAMPLE</u> CC 51 0 0250000 EQUALS \$250 000 00 2 002510 EQUALS \$25 10
52	SECURITY CODE (C017)	1	0		ENTER SECURITY CODE IF APPLICABLE. REFER TO APPENDIX 17-C PUB 437
53	SPECIAL MATERIAL CONTENT CODE (HAZARDOUS ITEM CODE) (D015)	1	0		ENTER HAZARDOUS ITEM CODE IF APPLICABLE
54-55	SOURCE CODE STOCK POINT (A623)	2	0		FORMERLY SOURCE OF SUPPLY CODE (NN OR AA)
56	PROGRAM IDENTIFIER	1	0		AN ELEVEN ZONE WILL INDICATE REQUEST FOR UPDATE OF A SKELETON MSIR (SEE NOTE 1)
57	AVERAGE/ESTIMATED PRICE CODE/CONTROL ZONE (A627)	1	0		LEAVE BLANK IF STANDARD PRICE IS USED. ENTER CODE '1' ONLY IF AN AVERAGE/ESTIMATED PRICE IS ENTERED IN CC 36-42. AN ELEVEN ZONE WILL BE UTILIZED TO INDICATE OVERRIDE OF 'RB' EXCEPTION RE-INPUT
58	INDEX CODE (A607)	1	0		ENTER INDEX CODE. MANDATORY IF SUBSTITUTE NSN (CC 61-73) IS USED
59-60	SUBSTITUTE ACCT/COG (C0031)	1	1	0	ENTER SUBSTITUTE ACCT/COG IF APPLICABLE. MANDATORY IF SUB NSN (CC 61-73) IS USED (NA OR AA)
61-73	SUBSTITUTE STOCK NUMBER	7	6	0	ENTER IF SUBSTITUTE NSN IS AUTHORIZED (NNNNEEEEENNN)
74-76	ROUTING IDENTIFIER TO				ENTER APPROPRIATE ROUTING IDENTIFIER OF THE SITE. MANDATORY AT FISC ACTIVITIES
77	** PURPOSE CODE	1	0		ENTER ONLY IF OTHER THAN 'A'. PURPOSE CODE. PROGRAM WILL GENERATE PURPOSE CODE 'A' IN CC 77 IF BLANK.
78-79	SHELF LIFE ACTION CODE	1	1	0	ENTER SHELF-LIFE ACTION CODE IF APPLICABLE. MUST BE 00 IF EQUALS 0
80	SHELF LIFE CODE	1	0		ENTER SHELF LIFE CODE IF APPLICABLE

NOTE 1 'ZEN' OUTPUT IS PRODUCED BY VARIOUS PROGRAMS AS FOLLOWS

A SKELETONIZED ZEN OUTPUT

PROGRAMS A-UA39  
 P-UB35  
 D-UH71  
 D-UH8C

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UADPS-SP Record Content Sheet

PROGRAM(S) PAGE  
 INPUT P-UB35 C-JB46  
 OUTPUT SEE NOTE 1 3 OF 3

TITLE NEW ITEM ESTABLISHMENT

RECORD NO P-020

RECORD SIZE 80

TYPE INPUT/OUTPUT

MEDIA PUNCHED CARD

COMMENTS THE 'ZEN' INPUT IS UTILIZED TO ESTABLISH A NEW ITEM IN THE UADPS MSIR FILE. THE 'ZEN' MAY BE INPUT TO PROGRAM UB46 TO OBTAIN CURRENT UNIT OF ISSUE AND UNIT PRICE INFORMATION PRIOR TO PROGRAM P-UB35.

FIELD POSITION FIELD LEGEND #CHAR M  
 A N A/N C EXPLANATION AND INSTRUCTIONS

- B SKELETONIZED 'ZEN' (9L) OUTPUT -- UTILIZE TO UPDATE PREVIOUSLY-ESTABLISHED MSIR RECORDS. THE 'ZEN' (9L) OUTPUT WILL BE DISTINGUISHED BY A NUMERIC CHARACTER IN CC 56. EXCEPTIONS RESULTING FROM 'ZEN' (9L) INPUTS WILL BE GENERATED BY PROGRAM P-UB35 WITH AN ELEVEN-ZONE IN CC 56 TO RETURN THE IDENTITY OF A 'ZEN' (9L).

<u>PROGRAMS</u>	<u>NUMERIC CC 56</u>	<u>ZONE CC 56</u>
C-UA10	1	J
P-UB37	2	K
B-UA03	3	L
P-UB35	5	N
B-UA37	7	P
P-UP11	9	R

- C 'ZEN' OUTPUT -- OUTPUT BY THE FOLLOWING PROGRAMS FOR INPUT INTO PROGRAM P-UB35 FOR MSIR ESTABLISHMENT

PROGRAMS R-UA61 (PROGRAM-DIRECTED TO P-UB35 WITH A 'B' IN CC 56)  
 C-UB46  
 NISTARS (PROGRAM-DIRECTED TO P-UB35 WITH AN 'A' IN CC 56)

\*\* INDICATES DATA ELEMENTS CONTAINED ON A SKELETONIZED OUTPUT FOR OTHER ENTRIES PRIOR TO INPUT INTO PROGRAM P-UB35



## APPENDIX 1

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**DEMILITARIZATION CODES**

**1 GENERAL** The Demilitarization (Demil) Code is a single digit alpha code found in card column (cc) 64 of the change notice or cc 73 of Disposal Release Orders and Demil Directives. The term "demilitarization" is defined as the act of destroying the military offensive or defensive advantages which may be inherent in an item of material in order to render it useless for its originally intended purpose. The term specifically applies to Munitions List Items (MLIs), Significant Military Equipment (SME) items (items that warrant special export controls due to their substantial military capabilities) and lethal materials being considered for turn-in to a property disposal activity for sale or other disposition. Demil codes assigned in FEDLOG identify items that require demilitarization, as well as the extent of demilitarization required. Codes also are assigned to identify the MLIs and non-MLIs which do not require demilitarization. Additional information is contained in DOD 4160 21-M-1 which may be viewed at web site "<http://www.almc.army.mil/schools/sls/demil/home.htm>"

Code Explanation

- A Non-MLI/Non Strategic List Item (SLI) - Demilitarization not required
- B MLI (Non-SME) - Demilitarization not required Trade Security Controls (TSCs) required at disposition
- C MLI (SME) - Remove and/or demilitarize installed key point(s) as prescribed in Defense Demilitarization Manual (DOD 4160 21-M-1), or lethal parts, components, and accessories
- D MLI (SME) - Total destruction of item and components to prevent restoration or repair. Demilitarize by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. As an alternate, burial or deep water dumping may be used when coordinated with the DOD Demilitarization Program Office
- E MLI (Non-SME) - Additional critical/items material determined to require demilitarization, either key point or total destruction. Demilitarization instructions to be furnished by the DoD Demilitarization Program Office
- F MLI (SME) - Demilitarization instructions to be furnished by the item/technical manager
- G MLI (SME) - Demilitarization required - AEDA (Ammunition, Explosives, and Dangerous Articles). Demilitarization and, if required, declassification and/or removal of sensitive marking or information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all unclassified AEDA items
- P MLI (SME) - Security Classified Item. Declassification and any other required demilitarization, and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will also be assigned to classified (AEDA) items

## APPENDIX 1 - (Continued)

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Code Explanation

- Q Strategic List Item (SLI) - Demilitarization not required SLI are non-MLI and are controlled by the U S Department of Commerce through the Export Administration Regulations (EAR) These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls contained in DOD 4160 21-M-1, Chapter III and Appendix 5

**CUSTOMER SERVICES**

**APPENDIX - 2**  
**REPORTS/LISTINGS**  
**APPLICATION (A) CUSTOMER INFORMATION**

Introduction Reports and listings are output from application (A) as a result of demand documents processed under UADPS. Some reports/listings are informational only, others require causative research and additional processing. Some of the most frequently produced reports/listings are listed below:

<u>Report/Listing</u>	<u>Program Number</u>	<u>Content/Purpose/Description</u> <u>Research/Information Action</u>
Requisition	A-UB04	A listing of requisition status file Records which were purged
15 Day exception action list	A-UB04	A listing of records in file in an exception status for 15 days or more
Records purged from demand	A-UB65	A listing of records in document number sequence purged from the demand file
UMMIPS Performance Report	A-UA15	A statistical summary of the number of requisitions received for the report period, broken out by priority and total percent. Report also list number of requisitions and activity name
7 or 15 Day delayed exception report	A-UA81	A listing of demand documents, sequenced by exception code, recorded in the RSF for a designated number of days, which were output during issue procession. An exception requiring manual correction/revision, which has not been re-input for final issue action
30 Day MAP requisitions with no proof of delivery	A-UB04	A listing of those map records issued, but which POD/POS is not recorded

**CUSTOMER SERVICES****APPENDIX – 2 - (Continued)****REPORTS/LISTINGS****APPLICATION (A) CUSTOMER INFORMATION**

<u>Report/Listing</u>	<u>Program Number</u>	<u>Content/Purpose/Description Research/Information Action</u>
Monitored requisitions in file 60 days or more with a trailer code	A-UB04	A listing of monitored records in file 60 days or more with “G” trailer code, awaiting further system status to complete the transaction
Purge Type F records not transferred to history file	A-UB04	A listing of records purged showing requisitions for services (double Alpha in 3 <sup>rd</sup> and 4 <sup>th</sup> positions of julian date field) and old monitored And unmonitored records

APPENDIX - 3  
ZONE PUNCHING ON PC

### Zone Characters

When working in U2, you will be required to enter zone characters in record positions of some of the Document Identifiers you will complete for input into the system. Zone characters are used to bypass or to override program functions or to tell the program to process differently. The zone character you enter will depend upon the character you are replacing in the specified record position.

Zone Needed	Numeric Character in Record Position	Replace With Zone Character
11 Zone	0	} (Right Brace)
	1	J
	2	K
	3	L
	4	M
	5	N
	6	O
	7	P
	8	Q
	9	R
	SPACE	- (Dash)
12 Zone	0	{ (Left Brace)
	1	A
	2	B
	3	C
	4	D
	5	E
	6	F
	7	G
	8	H
	9	I
	SPACE	& (Ampersand)

### Zone Character Replacements

**CUSTOMER SERVICES****NOTE: THIS PAGE FOR INFORMATIONAL PURPOSES ONLY****APPENDIX – 4**  
**SITE CODES (LOCAL)**

NUMBER OF CHARACTERS ONE

TYPE OF CODE ALPHA

EXPLANATION This code is used as a management information tool only  
It does not affect the processing of a requisition in any way  
Based on local decision, the following local site codes apply

<u>CODE</u>	<u>NAME</u>	<u>PURPOSE</u>	<u>POC</u>
B	STATION	LOCAL NEVEROUT ITEMS	SUPPLY
C	CATAPULT	SUPPORT CATAPULT	AIR OPS
D	P3	SUPPORT P3s	FORCE WARFARE
E	H60	SUPPORT	ROTWNG, RW90
G	COSBAL	AIR OPS	AIR OPS
J	EA6B	STRIKE	STRIKE
K	F18	SUPPORT	STRIKE
P	PEB	LOCAL-PREEXPENDED	PEB
R	E-38	ARRESTING GEAR	AIR OPS
T	E6A	SUPPORT	FORCE WARFARE
U	SH3G	SUPPORT	ROTARY WING, RW90
V	AV-8	SUPPORT A-4	STRIKE

## APPENDIX - 5

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**SUPPLY CONDITION CODES**

1 GENERAL Supply Condition Codes are one of the types of Federal Condition Codes. They are single digit alpha codes found in card column (cc) 7 of the Stock Status Balance Card or cc 71 of the Transaction Detail and Transaction Reporting Cards. Supply Condition Codes classify material in terms of readiness for issue and use or to identify action under way to change the status of material. When material is determined to be in excess of approved stock levels and/or no longer serviceable, codes A through H and S will be used to reflect material condition prior to turn-in to DRMO.

<u>Code</u>	<u>Explanation</u>	<u>Description</u>
A	Serviceable Issue without qualification	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months shelf-life remaining.
B	Serviceable Issuable with qualification	New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service-life expectancy. Includes material with 3 to 6 months shelf-life remaining.
C	Serviceable Priority issue	Items which are serviceable and issuable to selected customers, but which must be issued before supply condition codes "A" and "B" material to avoid loss as a usable asset. Includes material with less than 3 months shelf-life remaining. For 6V cog it denotes kits reserved for storage aircraft.
D	Serviceable test/modification	Serviceable material which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	Unserviceable (limited restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located. May be issued to support ammunition requisitions coded to indicated acceptability of usable condition E stock.
F	Unserviceable Repairable	Economically repairable material which requires repair, overhaul, or reconditioning. Includes repairable items which are radioactively contaminated.
G	Unserviceable Incomplete	Material requiring additional parts or components to complete the end item prior to issue.

## APPENDIX - 5 (Continued)

<u>Code</u>	<u>Explanation</u>	<u>Description</u>
H	Unserviceable Condemned	Material which has been determined to be unserviceable and does not meet repair criteria. Includes condemned items which are radioactively contaminated, Type I shelf-life material that has passed the expiration date, and Type II shelf-life material that has passed expiration date and cannot be extended. Classify obsolete and excess material to its proper condition before consigning to the DRMO. Do not classify material in Supply Condition Code H unless it is truly unserviceable and does not meet repair criteria.)
I	Not to be assigned	
J	Suspended In Stock	Material in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf life type II material that has reached the expiration date pending inspection, test or restoration.
K	Suspended Returns	Material returned from customers or users and awaiting condition classification.
L	Suspended Litigation	Material held pending litigation or negotiation with contractors or common carriers.
M	Suspended In work	Material identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	Suspended Emergency combat use only	Ammunition stocks suspended from issue except for emergency combat use.
O	Unassigned	Reserved for future DOD assignment.
P	Unserviceable Reclamation	Material determined to be unserviceable and uneconomically repairable as a result of physical inspection, tear down, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q	Suspended Quality deficient exhibits	This code is for intra-Air Force use only.
R	Suspended Reclaimed items, awaiting condition determination	Assets turned in by reclamation activities which do not have the capability (e.g. skills, manpower, or test equipment) to determine the material condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.



## APPENDIX - 5 (Continued)

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<u>Code</u>	<u>Explanation</u>	<u>Description</u>
S	Unserviceable Scrap	Material that has no value except for its basic material content No stock will be recorded as on hand in Supply Condition Code S This code is used only on transactions involving shipments to DRMOs Material will not be transferred to Supply Condition Code S prior to turn-in to DRMOs if material is recorded in Supply Condition Code A through H at the time material is determined excess Material identified by NSN will not be identified by this Supply Condition Code Use of this code was made optional at the discretion of each service/agency Navy activities will not use this code

**CUSTOMER SERVICES****APPENDIX – 6**  
**INDEX CODES**

<u>INDEX CODE “Q”</u>	To identify a cancelled stock number which has been replaced by two or more NSN’s
<u>INDEX CODE “R”</u>	To identify equivalent items with different units of issue or unit packs
<u>INDEX CODE “S”</u>	To identify interchangeable items Replaces Sub-Type Code “5”
<u>INDEX CODE “T”</u>	To identify items coded for disposal and have a replacement NSN
<u>INDEX CODE “U”</u>	To identify items coded for disposal for which there is no replacement NSN
<u>INDEX CODE “V”</u>	To identify items deleted without a superseding stock number
<u>INDEX CODE “W”</u>	To identify an item for which there is a mandatory substitute
<u>INDEX CODE “X”</u>	To identify an item consolidated under a stock number
<u>INDEX CODE “Y”</u>	To identify an item to be attrited and has a replacing stock number
<u>INDEX CODE “Z”</u>	To identify a superseding item However, the superseded item cannot be issued in place of this item
<u>INDEX CODE “P”</u>	To identify locally established MSIR’s and replacement items Suffix Code on AE__ will be blank when AE__ contains Suffix, I, N, O, P, R, S, T, Q, 1 or 9

**CUSTOMER SERVICES**

**APPENDIX – 7**  
**SPECIAL CONTROL/OVERRIDE CODES**

Special control punches provide flexibility in use of fixed format input to UADPS. The following special control punches are authorized:

<u>FIELD</u>	<u>DESCRIPTION</u>	<u>APPLICATION/ PROGRAM NO</u>
12 Zone cc 25	Bearer Pick-Ups Requisitions DOCID AO __, A5	C-UA38
12 Zone cc 29	Multiple Trailer Code (DOCID ZAA)	C-UA38
12 Zone cc 29	Multiple Trailer Code (DOCID ZAZ)	C-UA38
11 Zone cc 59	COASL Processing, Indicates Funds Obligated (DOCID AO __, A4 __)	C-UA38
11 Zone cc 60	Referral Order (DOCID A4 __ Input for Passing Action)	C-UA38
12 Zone cc 60	FBM Safety Level Protection Quantity Override Code, DOCID AO __, A4 __	C-UA38
11 Zone cc 61	No Trailer Required when Requisition has E or 6 in cc 3	C-UA38
11 Zone cc 64	Restriction Override Code (Requisition Input) DOCID AO __, A4 __	C-UA38
11 Zone cc 78	Issue on Requisition (IOR) Code DOCID AO, A4 __, A5 __	C-UA38
12 Zone cc 78	Issue on Requisition (IOR) Code DOCID AO __, A4 __, Component Return	C-UA38
11 Zone cc 79	IOR from NISTARS	C-UA38

## CUSTOMER SERVICES

### APPENDIX – 8 DOCUMENT FRAMES ON PC

Frames for the major document identifiers for Application A programs UA-17, UA18, UA24, and UA39, which are on-line programs, have been developed. Although these programs will accept frames as input, they will not match their output product with the proper frame number and send the formatted image back to the PC in the frame. A cross-reference of Application A frame under and corresponding document identifiers follows.

<u>FRAMES</u>	<u>DOCID</u>
FRM #057	80/80 Format
FRM #FA1	AOA Fund Code
FRM #FA2	AOA Job Order
FRM #FD1	D6A Fund Code
FRM #FD2	D6A Job Order
FRM #FD3	D6___ Other than MTIS
FRM #FD4	Contract Receipt
FRM #F41	ROL Requisition Off Line Fund Code
FRM #F42	ROL Requisition Off Line Job Order
FRM #F98	Proof of Shipment (POS)/Proof of Delivery (POD) Demand History
FRM #003	ZGE Delete RSF Reload
FRM #004	ZOA Load and update Requisition Status File
FRM #005	ZOA Load RSF
FRM #006	ZES Load RSF Job Order Data
FRM #007	ZAF Requisition monitor requirement Modification update
FRM #009	ZAR Off Line Action – Requisition status update
FRM #010	Z99 Back Order EAD update
FRM #012	Z98 Proof of Shipment (POS)/Proof of Delivery (POD) Requisition Status File
FRM #014	AF1-AF6-AFC-ATA-ATE-AT1-AT5 Follow up Actions

**CUSTOMER SERVICES****APPENDIX – 8 - (Continued)**  
**DOCUMENT FRAMES ON PC****FRAMES****DOCID**

FRM #016	BRF Reservation follow up
FRM #026	ZQ6 Excess Status File inquiry – supply status
FRM #027	ZQ7 Excess Status File inquiry – shipping data
FRM #028	ZQ8 Excess Status File inquiry – financial data
FRM #029	ZQ9 Excess Status File inquiry to cancellation
FRM #030	AS1-AS2-AU1-AU2 shipment status/reply
FRM #037	AE1-AE2 customer status
FRM #038	AB1-AB2 purchase status
FRM #F62	YAM 3M file change
FRM #F71	ZBT 3M file update
FRM #800	3M Status File Completion (YAC and YAD)
FRM #8A1	AW1 Complete Master Record (AWP Status File)
FRM #8A2	AW2 Complete Bit and Piece Record (AWP Status)

**APPENDIX**  
**CUSTOMER INFORMATION****FRAMES****FRAMES****DOCID****FILE**

FRM #8A3	AOB Job Order (Purchase)
FRM #8A4	AOB Fund Code (Purchase)
FRM #8A7	Load AWP Master Record (AP7 and AN 7)
FRM #8B7	Load AWP Bit and Piece Record (BP7)
FRM #FA4	Fuel Job Order
FRM #FA5	Fuel Fund Code
FRM #820	AC-AK-AM Cancellation request/document modifier

PROGRAMS A-UA17/A-UA/A-UA24/A-UA39

**CUSTOMER SERVICES**

**APPENDIX – 9**  
**COMBINATION ADVICE CODES**

(2L/2T)	21
(2C/2L)	22
(2L/2G)	23
(2B/2G)	24
(2A/2F)	25
(2B/2L)	26
(2D/2L)	27
(2N/2L)	28
(2D/2G)	29
(2J/2G)	31
(2C/2T)	32
(2L/2J)	33
(2B/2N)	34
(2B/2P)	39

C-UA09

**CUSTOMER SERVICES**

**APPENDIX – 10**  
**SERIAL NUMBER ASSIGNMENTS**

<u>DEPARTMENT NAME</u>	<u>UIC</u>	<u>START SERIAL</u>	<u>END SERIAL</u>
RAPS (Auto assign)	00421	0001	8999
RAPS Maintenance Contract	00421	9050	9999
STRIKE (Offline)	00421	C001	C150
NAWC DET KEY WEST	00421	C151	C199
WEAPONS (Offline)	00421	C200	C250
FORCE (Offline)	00421	C251	C300
VC6 (Offline)	00421	C301	C310
FORCE (Flight Packets)	00421	C311	C360
AIMD	00421	FG01	FG99
AIMD	00421	FL01	FL99
AIMD	00421	FP01	FP99
AIMD	00421	FU01	FU99
AIMD	00421	FX01	FX99
AIMD	00421	FY01	FY99
AIMD	00421	F001	F999
AIMD	00421	FE01	FE99
AIMD (GSE)	00421	FB01	FB99
AIMD (GSE)	00421	GB01	GB99

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**CUSTOMER SERVICES**

**APPENDIX – 10 - (Continued)**  
**SERIAL NUMBER ASSIGNMENTS**

<u>DEPARTMENT NAME</u>	<u>UIC</u>	<u>START SERIAL</u>	<u>END SERIAL</u>
STRIKE F18E&F	00421	FR01	FR99
STRIKE F18E&F	00421	GR01	GR99
FORCE WARFARE	00421	FK01	FK99
FORCE WARFARE	00421	GK01	GK99
NRL	00421	FZ01	FZ99
NRL	00421	GZ01	GZ99
ROTARY WING	00421	FF01	FF99
ROTARY WING	00421	GF01	GF99
STRIKE	00421	FD01	FD99
STRIKE	00421	GD01	GD99
TPS	00421	FH01	FH99
TPS	00421	GH01	GH99
SAR (RW)	00421	FA01	FA99
SAR (RW)	00421	GA01	GA99
SAIRM	00421	FQ01	FQ99
SAIRM	00421	GQ01	GQ99
VX1	00421	FW01	FW99

A-10a



## CUSTOMER SERVICES

**APPENDIX – 10 - (Continued)**  
**SERIAL NUMBER ASSIGNMENTS**

<u>DEPARTMENT NAME</u>	<u>UIC</u>	<u>START SERIAL</u>	<u>END SERIAL</u>
VX1	00421	GW01	GW99
VQ-4	00421	FS01	FS99
VQ-4	00421	GS01	GS99
VC6	00421	FJ01	FJ99
VC6	00421	GJ01	GJ99
PT MUGU	00421	FV01	FV25
PT MUGU	00421	GV01	GV25
VQ2	00421	FT01	FT49
VQ2	00421	GT01	GT49
VQ1	00421	FT50	FT99
VQ1	00421	GT50	GT99
TRENTON	00421	GV26	GV99
TRENTON	00421	J001	J999
PEB 1 (AIMD)	00421	FC01	FC99
PEB 6 (GSE)	00421	FM01	FM09
PEB 2 (VX1)	00421	FM10	FM59
PEB 4 (FORCE)	00421	FM60	FM99

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**CUSTOMER SERVICES**

**APPENDIX – 10 - (Continued)**  
**SERIAL NUMBER ASSIGNMENTS**

<u>DEPARTMENT NAME</u>	<u>UIC</u>	<u>START SERIAL</u>	<u>END SERIAL</u>
PEB 8 (NRL)	00421	FN01	FN39
PEB 11 (TPS)	00421	FN40	FN54
PEB 12 (JET SHOP)	00421	FN55	FN69
PEB 7 (RW)	00421	FN70	FN99
PEB 9 (STRIKE)	00421	FV26	FV99
NALCOMIS	00421	SR01	SR99
HAZMAT	00421	H001	H999
MOGAS	00421	M001	M999

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**CUSTOMER SERVICES**

**APPENDIX – 11**  
**SERIAL NUMBER BREAKDOWN**

1 Stock Replenishment

<u>FROM</u>	<u>TO</u>	<u>UNIT</u>
00A0	9ZZ9	Stock Requirements
D001	D999	Repairables Management

2 Miscellaneous Requisitions other than Stock Replenishments

<u>FROM</u>	<u>TO</u>	<u>UNIT</u>
A001	A199	Stock Requirements
A200	A399	Property Management Team
A400	A499	Fuel Orders
A500	A549	Nitrogen/Oxygen
A550	A574	ASD-DCU
A575	A599	ASD-Screening
A600	A624	Inventory
A625	A649	Admin
A650	A654	QA/LAO
A655	A675	ASD-SRS
E001	E999	Systems and Procedures
H000	H999	Hazmat
M001	M999	MOGAS
0001	8999	RAPS
9000	9049	Customer Services
SR01	SR99	NALCOMIS Generated Documents
FC01	FC99	PEB1 (AIMD)
FM01	FM09	PEB6 (GSE)
FM10	FM59	PEB2 (VX1)
FM60	FM99	PEB4 (FORCE)
FN01	FN39	PEB8 (NRL)
FN40	FN54	PEB11 (TPS)
FN55	FN69	PEB12 (JET SHOP)
FN70	FN99	PEB7 (RW)
FV26	FV99	PEB9 (STRIKE)

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**CUSTOMER SERVICES**

**APPENDIX – 12**  
**ASSIGNMENT OF SUPPLEMENTARY ADDRESS FOR N00421 UIC**

<u>If Serial #Cols 40-43 =</u>	<u>Generate 46-50</u>
FB01 – FB99	--AIMD
FC01 – FC99	--PEB
FD01 – FD99	--SA
FE01 – FE99	--AIMD
FF01 – FF99	--RW
FG01 – FG99	AIMD
FH01 – FH99	TPS
FJ01 – FJ99	VC6
FK01 – FK94	--FW
FK95 – FK99	--S3B
FL01 – FL99	-AIMD
FM09 – FM99	--PEB
FN01 – FN99	--PEB
FP01 – FP99	-AIMD
FQ01 – FQ99	STWAR
FR01 – FR99	-SA

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**CUSTOMER SERVICES**

**APPENDIX – 12 (Continued)**  
**ASSIGNMENT OF SUPPLEMENTARY ADDRESS FOR N00421 UIC**

<u>If Serial # Cols 40-43 =</u>	<u>Generate 46-50</u>
FS01 – FS99	--VQ4
FT01 – FT49	--VQ2
FT50 – FT99	--VQ1
FU01 – FU99	--AIMD
FV01 – FV25	PTMUG
FV26 – FV99	--PEB
FW01 – FW99	--VX1
FX01 – FX99	-AIMD
FY01 – FY99	-AIMD
FZ01 – FZ99	--NRL
F001 – F999	-AIMD
GB01 – GB99	-AIMD
GD01 – GD99	--SA
GF01 – GF99	--RW
GH01 – GH99	--TPS
GJ01 – GJ99	-VC6
GK01 – GK94	--FW

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**CUSTOMER SERVICES**

**APPENDIX – 12 (Continued)**  
**ASSIGNMENT OF SUPPLEMENTARY ADDRESS FOR N00421 UIC**

<u>If Serial # Cols 40-43 =</u>	<u>Generate 46-50</u>
GK95 – GK99	--S3B
GQ01 – GQ99	STWAR
GR01 – GR99	-SA
GS01 – GS99	--VQ4
GT01 – GT49	--VQ2
GT50 – GT99	--VQ1
GV01 – GV25	PTMUG
GV26 – GV99	TRENT
GW01 – GW99	--VX1
GZ01 – GZ99	--NRL
H001 – H999	HAZMAT
J001 – J999	TRENT
M001 – M999	-FUEL

## APPENDIX - 13

**ISSUE, REPAIR, AND REQUISITION RESTRICTION CODES**

1 **GENERAL** The Issue, Repair and Requisition Restriction Code (IRRC) is a two digit alpha-alpha or alpha-numeric code found in card column (cc) 67-68 of the change notice. The IRRC indicates restrictions applicable to issue or procurement of the material involved or instructions for item requisitioning, turn in, or exchange.

2 **REQUISITIONS** Requisitions for items coded to indicate "submit or refer, etc." must be submitted to the activity indicated in the code definition, or referred to that activity for issue approval if received by stock points without such approval indicated on the requisition. Approval of the activity defined by the code will be evident when its routing identifier appears as the "RI from" in cc 67-69 of the requisition/referral order. Referral to the approving activity (except when no stock is available for issue) is not required when the requisition matches, by document number, a material reservation previously established at the stock point by the approving activity.

3 **ASSIGNMENT** Requests for assignment of an IRRC will be submitted to NAVSUP Code 4112.

<u>Code</u>	<u>Definition</u>
AD	Repairable or consumable item requiring custodial signature controls and item-for-item exchange except when initial issue or replacement of surveyed item is involved
AE	Submit or refer requisitions to the NAVEDTRAPRODEVCCEN
AF	Submit or refer requisitions to NAVSEA (other than ammunition - N23)
AG	Submit or refer requisitions to the Naval Training Equipment Center
AH	Submit or refer requisitions to the Civil Engineering Support Office (CESO) CBC, Port Hueneme
AM	Submit or refer requisitions to NAVICP MECH Code 009. Centralized control for issue of reactor plant technical manuals
AR	Repairable item subject to centrally managed rework program at designated sites. Mandatory turn in of item required except when initial issue or replacement of surveyed item is involved
AT	Submit/refer requisitions to NAVCOMPT
AW	Submit/refer requisitions to NAVPLANTTECHREPO, Anaheim, CA (SPI) in accordance with NAVICPMECHINST 4400.3 (series)
BE	Submit or refer requisitions to the Military Sealift Command
BF	Submit/refer requisitions to U.S. Coast Guard Engineering Logistics Center, Baltimore MD
BJ	Submit or refer requisitions to the Naval Ship Missile Systems Engineering Station
BL	Submit or refer requisitions to NAVICP MECH. Centralized control for issue of repair parts for specific programs/equipment

## APPENDIX - 13 (Continued)

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<u>Code</u>	<u>Definition</u>
BM	Submit or refer requisitions to the NAVSPAWAR Code 82
BS	Submit or refer requisitions to NAVICP PHIL
BV	Controlled ammunition item Submit/refer requisitions to NAVICP MECH (NCB) Centralized control for issue of controlled ammunition items
BW	Submit/refer requisitions to FMSO Mechanicsburg Controls issue of the following publications Woods Products Catalog (hard copy), Management List-Consolidated (ML-C), H2-1 (hard copy), H6 (hard copy), and Federal Item Logistics Data Record (FILDR)
BY	Submit or refer requisitions to the Navy Food Service Systems Office Controls galley equipment unique to submarines and Direct Current (DC) ships
BZ	Submit/refer requisitions to NAVRESSO
CB	NAVSEA controlled material Submit requisitions via the nearest pool activity, i.e., FISC Pearl Harbor, or NSY Portsmouth, NH These activities are authorized to approve the issue of material, so coded, without NAVSEA prior approval
CC	Submit/refer requisitions to NAVELEXENGCEAN San Diego Code 452 (field change kit program related requisitions)
CF	Fleet Control Program Item Submit/refer requisitions to NAVICP PHIL following standard procedures
C0	Critical item Do not issue Refer all requests to cognizant inventory manager
C1	Type 1 critical item Issue to fill priority 01-08 end use requirements only with appropriate prior approval as requested
C2	Type 2 critical item Issue only to fill priority 01-03 end use requirements
C3	Type 3 critical item Issue only to fill priority 01-08 end use requirements
DV	Submit or refer requisitions to the Naval Air Technical Services Facility
R9	Integrated manager repairable item Includes DLA managed items which are reportable in non-RFI condition to appropriate Defense Supply Center in accordance with NAVSUP instructions for the return of excess material to DLA
TF	Submit/refer requisitions to Supervisor of Shipbuilding, Conversion and Repair Groton, CT
XA	Submit or refer requisitions to NAVPRO Pittsfield, MA Control issue of critical FBM and SWS material
XB	Maintain record of serial numbers
XC	Submit or refer requisitions to NAVPRO Sunnyvale CA (SPL-60) Control of active C3/C4 material
XD	Technical directive change kit is a controlled item and requires special management Submit/refer requisitions to the Naval Aviation Logistics Center
XE	Refer to technical information card for special instructions This code may be assigned only by the ICP when material cannot be issued properly without review of the technical information card
XG	Submit or refer requisitions to NAVPRO Sunnyvale CA (SPL(W))



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## APPENDIX - 13 (Continued)

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<u>Code</u>	<u>Definition</u>
XH	Submit or refer requisitions to NAVAIR for 2Q Cog selected shipboard and air station electronics equipment
XJ	Submit or refer requisitions to SSPO (Strategic Systems Programs Office) Technical Representatives, Great Neck NY in accordance with NAVICPMECHINST 4400 3 (series)
XL	Submit or refer requisitions to NAVPLANTTECHREPO, Anaheim CA (SPA) in accordance with NAVICPMECHINST 4400 3 (series)
XQ	Submit or refer requisitions to NAVSEA (ammunition-N24)
XR	Submit or refer requisitions to NAVSEA Maintain records by serial number (NAVSEAINST 4440 7 applies)
XS	Submit or refer requisitions to Naval Intelligence Command, Washington DC
XW	Submit or refer requisitions to Naval Underwater Systems Center, Newport RI
XZ	Submit or refer requisitions to Naval Undersea Warfare Engineering Station, Keyport WA
00	No restrictions

## APPENDIX - 14

**MANAGEMENT CODES**

1 GENERAL Management Codes are single digit alpha and numeric codes found in card column (cc) 72. They are utilized to provide supplemental data not indicated through the transaction coding structure. Management Codes A through L are assigned by NAVICP Mechanicsburg Code 101.1 and are for intra-Navy use only on MILSTRAP documents. All other codes are assigned by DOD. Any codes not listed herein are reserved for future use and will not be utilized without proper authorization.

**Part A: RECEIPT TRANSACTIONS**

The following management codes are assigned for use in MILSTRAP material receipt related transactions (DIs D4\_\_ and D6\_ Material Receipts (excluding DI D6S), DD\_\_ and DF\_\_ Due-in Transactions, DU\_\_ and DW\_ Prepositioned Material Receipts, and DX\_ Material Receipt Follow-ups), and related receiving documentation (when applicable), as indicated below.

<u>Code</u>	<u>Applicable DIs</u>	<u>Definition</u>
A	D6__	Receipt of IR cog, W purpose field level repairable processed on an exchange basis under CAB for crediting to end use funds
B	D6__	Receipt of a successfully repaired IMA component issued on an exchange basis
C	D6__	Receipt of depot level repairable (non RFI and RFI) for credit interrogation (nonexchange)
E	D6__	Receipt of non-RFI item returned from an exchange transaction
M	D6__	Material condemned upon receipt. Quantity indicated shipped direct to DRMO or other authorized/required disposal action has been taken. Excludes items for which shelf-life has expired and cannot/will not be extended.
N	All DIs	Return of undelivered (frustrated) cargo with accompanying shipper documentation
P	D4_, D6_	Material received without documentation. Support documentation and document number created by storage activity
Q	D6_	Multiple Use (1) Return of material improperly identified at time of shipment from depot (2) Return of Government-owned containers

## APPENDIX - 14 (Continued)

<u>Code</u>	<u>Applicable DIs</u>	<u>Definition</u>
R	D4_, D6_	Material receipt discrepancy, discrepancy report submission required Excludes vendor caused misdirected shipments covered by Code S and quantity overage covered by Code U
S	D4_	Material receipt discrepancy, discrepancy report submission required Vendor caused misdirected shipment from procurement instrument source Material meets acceptance criteria specified in contract
T	D6_	Material condemned upon receipt Shelf-life has expired and cannot/will not be extended Quantity indicated shipped direct to DRMO or other authorized/required disposal action has been taken
U	D4_	Material receipt discrepancy, discrepancy report submission required Quantity delivered exceeded authorized quantity including any allowable contract variance and/or excess delivery clause Material meets acceptance criteria specified in the contract
Z	All DIs	Exception data entered in remarks or follows by separate correspondence

**Part B: ISSUE RELATED TRANSACTIONS**

Management codes are assigned for use in issue related transactions (DI D7\_ Issues, DG\_ Backorders and DHA Demands) and MILSTRIP transactions (DI A4\_ Referral Orders, A5\_ Material/Disposal Release Orders, and A6\_ Material/Disposal Release Denials and AE6 Supply Status) related release documentation (when applicable), as indicated below

A	A4_	ICP directed backorder - establish a nonreplenishable backorder against material due in from repair Use with Status Code NF only
B	A4_	Denied For Ammunition only, miscellaneous reasons, e.g component test bed not available, shipping container not available or is obsolete, all components not available for an AUR, etc Use when no other management code identifies the reason for rejection
C	A4_	Cancellation Notification A referral activity's notification that cancellation action has been effected subsequent to their receipt of IM initiated referral order Upon receipt of a referral with a C management code, IM will delete the requisition record from their suspense file and adjust due-out and demand data
D	A4_	ICP directed issue for backordered requirement, release to reservation level authorized

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## APPENDIX - 14 (Continued)

<u>Code</u>	<u>Applicable DIs</u>	<u>Definition</u>
E	A4_	ICP directed issue for backordered requirement, release below reservation level authorized
G	A4_	ICP directed backorder, establish a replenishable backorder against material due in from repair Use with Status Code F only
J	A4_	ICP directed issue, release to reservation level
K	A2_	ICP directed redistribution, release to reservation level
K	A4_	Bounce back of Redistribution Order
L	A4_	ICP directed issue, release below reservation level authorized
M	D7_ less D7J,	Backorder release
M	A_ less A5J and A6_	Non-Navy backorder release
M	D7J, A5J	Material condemned Quantity indicated shipped direct to DRMO or other authorized/required disposal action has been taken Excludes items for which shelf-life has expired and cannot/will not be extended
N	DHA, D7_, A4	Nonrecurring demand
O	DHA, D7_, A4_	No demand
P	DHA, D7_, A4_	Nonrecurring demand for special program requirements
R	DHA, D7_, A4_	Recurring demand
R	A5_	Pre-inventory document
S	DHA, D7_, A4_	Commissary resale demand
T	D7J, A5J	Material condemned Shelf-life has expired and cannot/will not be extended Quantity indicated shipped direct to DRMO or other authorized/required disposal action has been taken
U	A5_	Post inventory document
W	AE6, A4_ (intra-Navy only), A6_, D7_	Denied Cannot identify DoDAAC/MAPAC of designated material recipient
X	AE6, A4_ (intra-Navy only), A6_, D7_	Denied Consignee, freight forwarder or country representative has advised that issue of this material will constitute a duplicate shipment
Z	D7_, DG_, A6_	Exception data entered in remarks or follows by separate correspondence

## APPENDIX - 14 (Continued)

<u>Code</u>	<u>Applicable DIs</u>	<u>Definition</u>
Q	D9_	Loss resulting from automatic (without research required) adjustment due to receipt of material release denial on material valued at \$800 00 or less
R	D8_	Gain resulting from creation of computer record balance in in order to process out-of-sequence high priority issues This posting to an insufficient balance may be used when negative balances are not permitted
S	D9_	Loss resulting from automatic adjustment due to receipt of material release denial of stocks issued as a result of computer record balance gained through use of Management Code R above
T	D9G, DAC	Material condemned Shelf-life has expired and cannot/will not be extended Quantity indicated shipped direct to DRMO or other authorized/required disposal action has been taken
Z	All DIs	Exception data entered in remarks or follows by separate correspondence

**Part D: PHYSICAL INVENTORY RELATED TRANSACTIONS**

Management codes are assigned for use in physical inventory transactions (DI DJA Physical Inventory Requests, DJB Physical Inventory Notifications and DKA Physical Inventory Counts) as indicated below

M	DJA	Recount requested
M	DKA	Recount effected
N	DKA	Quantity reflects a balance from a non-commingled location
Y	DKA	Quantity reflects a balance from commingled location
Z	All DIs	Exception data entered in remarks or follows by separate correspondence

**Part E: INFORMATIVE TRANSACTIONS**

Management codes are assigned for use in informative transactions (DI D6S Material Receipt Acknowledgments, DZC Logistics Reassignment Storage Information Transactions and DZD Logistics Reassignment Storage Information Replies) Management codes are assigned for use in these transactions as indicated below

D	DG_	Establish a Planned Requirement
E	DG_	Establish a Reservation
Z	All DIs	Exception data entered in remarks or followed by separate correspondence